

Receptionist/Maintenance Clerk

Franklin Highlands Apartments, a 270 unit family-based property in Dorchester, MA seeks a part-time, Receptionist/Maintenance Clerk. The preferred work schedule is Monday to Thursday (32 hours) between the hours of 8:30am to 4:30pm. Responsibilities include greeting visitors, answering and directing calls, inputting maintenance requests into Yardi, receiving distributing and sorting mail, processing invoices, and providing support as needed to other members of the administration team. Skill set includes strong organizational and time management skills, great customer service skills, and good communication skills, proficiency with Microsoft Office: Word, Excel and Outlook. Knowledge of Yardi is a plus. Bilingual English/Spanish or English/Creole is preferred.

The successful individual will have a strong desire to be part of a true, diverse team and to work in an environment that fosters learning and professional development through interaction with other property management professionals in a stable and growing company. The successful candidate will have had a positive experience of working as part of a team of professionals. Maloney Properties has a proven track record in employee development and sees its employees as its future leaders. Maloney Properties is an Equal Opportunity Employer.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 85 housing developments containing over 8,500 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

Interested candidates should apply online via:

<https://www.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=326115>