



## **Occupancy/Recertification Specialist**

**Maloney Properties – Voted “Best Place to Work” by its employees for 4 years!**

**Our team is hard-working and motivated toward providing the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary in the industry.**

### **About Us**

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We manage more than 90 housing communities with more than 11,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. MPI has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry. As a result, MPI has a high employee retention rate with an average employee tenure of more than 10 years.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We have created a community within our company; we set clear goals and work together to achieve them. Maloney Properties is an Equal Opportunity Employer.

### **Your Responsibilities**

Maloney Properties is looking for a full-time Occupancy/Recertification Specialist for a large community of scattered housing in Allston and Brighton, MA. This role is responsible for ensuring that all households are recertified on an annual basis and are in compliance with affordable housing program regulations. Provide other administrative support as needed.

### **Your Qualifications**

Qualified candidates must have experience in the recertification process and related regulations of affordable housing programs (LIHTC, HUD, and HOME). COS, SCHM, C3P or equivalent preferred. Must have excellent oral and written communication skills. Must have excellent math skills. Must be proficient in Microsoft Office. Yardi experience is preferred. Bilingual Spanish/English is a plus. A valid Driver's License is required with access to a vehicle.

Previous property management experience is required. Skill set includes excellent organizational and time management skills, great customer service skills, and good communication skills. Proficiency with Microsoft Office: Word, Excel and Outlook is required. Experience with Yardi is a plus. Bilingual in English/Spanish is a plus.

**Compensation & Benefits:**

MPI offers a family friendly workplace and healthy work-life balance. In addition to a competitive salary and benefits package we also offer the following:

- Training programs and opportunities that lead to employee advancement and promotions.
- A flexible work schedule and the ability in many cases to work remotely.
- A generous Employee Referral Program with a bonus of up to \$1,000 per hire.
- Volunteer and fundraising opportunities for annual causes such as the AIDS Walk and Stand Against Racism, just to name a few.

**Apply Now Via:**

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=509557>