



## **Yardi Support Specialist**

### **Maloney Properties – Voted “Best Place to Work” by its employees for 6 years!**

Do you have an uncanny ability to take a complex task or problem and distill it down to a simple and elegant solution? If so, then you have what it takes to be successful as a Yardi Specialist in the I.T. Department at Maloney Properties. We are looking for a person with strong customer service, critical thinking, and analytical skills to support Yardi, our web-based, property management software. Come join us as we implement and support the technology used by our Property Management, Facilities, and Central Office staff.

Any understanding of property management, affordable housing compliance, and related software like Yardi, or Real Page is a bonus, but you don't have to have experience in all these areas to apply. We will train qualified individuals with the potential to become an in-house expert in Yardi and property management. If you have strong computer systems and applications expertise and you shine in the area of customer service, you also are a good candidate. This role will be providing remote support and troubleshooting, so phone skills are key to your success – as are written communication skills. This role will support all levels of the organization, so you must be comfortable speaking to a wide-ranging audience, with varying computer skills. A strong sense of team and desire to help others is woven into our company culture and since your role makes you one of the most computer-savvy workers in our Central Office, you will also be asked to help the I.T. team provide limited desktop support for software and hardware issues.

#### **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 130 housing communities with more than 13,000 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.

**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.

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