**Occupancy Specialist**

**Maloney Properties – Voted “Best Place to Work” by our employees for 10 years!**

**Join our hard-working motivated team! Our reputation for customer service and quality workmanship is the best 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 100 housing communities with more than 10,000 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 Specialist to support a large portfolio of family housing in Dorchester and Roxbury, MA. This role is responsible for ensuring that all households are recertified on an annual and interim basis and are in compliance with affordable housing program regulations. The Occupancy Specialist will also process move-ins/move-outs, assist with rent collections, and provide support to residents. Some filing, data entry, and other administrative tasks to support the office will also be included in your responsibilities.

The work hours are 8:30-4:30 Monday-Friday. Your work week will be split between two sites in Dorchester and Roxbury.

**Your Qualifications:**

We are looking for someone with excellent communication and customer service skills. Successful candidates will have previous experience in the recertification process and related regulations of affordable housing programs (LIHTC and Section 8).

* Proficiency in Microsoft Office is required.
* Experience with Yardi software is preferred.
* Bilingual English/Spanish would be a plus.
* A valid driver’s license and access to a vehicle is preferred.

**Compensation & Benefits:**

We offer highly competitive pay and a comprehensive benefits package including great health benefits, 13 paid holidays, vacation time, 401k match, life and disability insurance, employee assistance program, an extra paid day off during your birthday month, and more! You will love our family-friendly workplace and healthy work-life balance at Maloney.

We also offer training programs and opportunities that lead to employee advancement and promotions. If you are interested in furthering your skills and building your career, this is a great opportunity for you!

**Apply now at the link below. We can’t wait to hear from you!**

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=635256>