

Administrative Assistant – Occupancy Department

Maloney Properties – Voted “Best Place to Work” by our employees for 9 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 100 housing communities with more than 10,000 units throughout the New England area.

We attribute our success to the effective working partnerships we create with clients and staff. MPI has a unique culture that enables us to attract and retain the best talent and finest professionals in the industry. We are a company with a human focus, and we feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development, and training. Maloney Properties is an Equal Opportunity Employer.

What You Will Do:

We are looking for a full-time Administrative Assistant to work on-site at our office in Allston, MA. You will join a team of property management professionals supporting a large portfolio of family housing in the Allston/Brighton area. Some of the duties you will be responsible for will include:

- Processing and tracking resident income certifications.
- Generating letters, processing mailings, conducting recertification appointments.
- Following up with residents for past-due certifications and preparing legal notices.
- Processing LIHTC, Section 8, and HOME program paperwork.
- Filing recertification paperwork in resident files.
- Front desk duties like answering phones and assisting residents, as needed.

The work hours are 9:00am to 5:00pm, Monday through Friday.

Your Qualifications:

We are looking for someone with excellent communication skills and a strong customer service philosophy. Strong attention to detail and a team-oriented mindset will be key to success in this role.

- Previous administrative experience in an office setting is required; previous property management experience would be a plus.
- Proficiency in Microsoft Office is required; experience with Yardi is preferred.
- Bilingual English/Spanish 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, 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=632933>