



Administrative Assistant

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 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

Charlesbank Cooperative is looking for a part-time Administrative Assistant. The community consists of 276 units and is a limited equity cooperative, multi-story high-rise located in the Longwood Medical and Academic area of Huntington Avenue. Flexible work hours are 30 per week, between 9:00am to 5:00pm, Monday to Friday. You will be responsible for assisting with answering phones, greeting visitors, annual recertifications, updating the waitlist, rent collections, move-in orientations, file compliance, processing work orders, coordinating parking spaces, and planning and coordinating resident events.

Your Qualifications

Previous administrative experience in a property management is preferred. Affordable housing experience is a plus. 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=632373>

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