



Assistant Property Manager

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 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.

Your Responsibilities:

Haywood House, a 55-unit mixed income family community in Newton, MA, is seeking candidates for an Assistant Property Manager role. The work hours are 8:00am to 4:00pm, Monday to Friday. Responsibilities include leasing and marketing, waitlist updates, recertifications, budgeting, file compliance, rent collections, work orders, accounts payable, vendor relations, and overall office management.

Your Qualifications:

Previous administrative experience in property management is required. Recertification experience is required. PB Section 8 and LIHTC experience is required. COS, CPO, SCHM, C3P certification is a plus. Proficiency with Microsoft Office: Word, Excel, and Outlook. Knowledge of Yardi is a plus. A driver's license and access to a vehicle are required.

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=631792>