

Maintenance Porter

Maloney Properties – Voted “Best Place to Work” by our employee for 9 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 specializing in residential property management. We manage more than 11,000 units throughout the New England area.

We are a company with a human focus and feel passionately that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We attribute our success to the effective working partnerships we create with both clients and staff.

Your Responsibilities

Haywood House located in Newton, MA is seeking candidates for a part-time Maintenance Porter role. The family community consists of 55 units. The work hours are 20-25 per week, Monday-Friday 7:30am to 3:30pm. Responsibilities include cleaning of the office, commons areas and apartments; light maintenance repairs; trash removal; groundskeeping; snow removal; and inventory of maintenance supplies.

Your Qualifications

Previous custodial/and or light maintenance experience is required. Basic computer and smart phone skills are preferred. Must have a valid driver's license and access to a vehicle. 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.
- Comprehensive benefits package including great health benefits, 401k, and more
- A generous Employee Referral Program with a bonus of up to \$1,000 per hire.
- A generous vacation and holiday schedule

Apply Now At:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=632375>

Maloney Properties is an Equal Opportunity Employer.