

**Occupancy Specialist**

**Maloney Properties – Voted “Best Place to Work” by our employees for 10 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 11,000 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**

Northgate Apartments is looking for a full-time Occupancy Specialist. The community consists of 336 units and is located in Burlington, VT. The work hours are 8:30am to 4:30pm, Monday to Friday with potential for some remote work hours. 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. Other administrative support to the management team as needed.

**Your Qualifications**

Successful candidates will have experience in the recertification process and Section 8 program. COS certification is preferred. We are looking for someone with excellent communication skills and proficiency in Microsoft Office (Word, Excel, and Outlook). Experience with Yardi or another property management software is a plus. Bilingual in English/French and/or Bosnian 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=635181>

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