

## Property Manager

Maloney Properties is seeking candidates for a full-time Property Manager role. Will also consider candidates seeking a 30 hour a week (Monday to Friday) schedule. This is a multi-site role and will oversee Waverley Woods, a 40 unit multi-family site in Belmont; a 1060 Belmont Street, a 18 unit multi-family site in Watertown; and St. Joseph Hall, a 25 unit elderly and disabled site in Watertown.

If you are ready to take on a property management role for the first time, this may be the next position for you. This position offers the opportunity to excel both individually and as part of a team while working with a management company known for providing training and support.

The successful candidate will have experience with marketing, leasing, recertifications, rent collections, tenant file compliance, and maintenance programs. Experience must include strong communication skills, both verbal and written, and computer skills with MS Office. Experience with Project Based Section 8, HOME, and LIHTC programs is required. COS, C3P or equivalent preferred. Knowledge of Yardi is a plus. Bi-lingual in English/Russian is a plus.

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. Currently, Maloney Properties is involved with over 85 housing developments containing over 8,500 units of housing. These properties, consisting of townhouse communities and luxury high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in the States of Vermont, Rhode Island and New Hampshire. Maloney Properties is an Equal Opportunity Employer.

At Maloney Properties, we offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation, recruitment bonus benefits, confidential employee assistance programs and tuition reimbursements. EOE

**Interested candidates should apply online via:**

<https://www.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=327380>