

## **Property Manager**

Maloney Properties, Inc. is looking for a dynamic and experienced Property Manager to oversee a cooperative community in Boston. This position requires a professional with solid property management experience including budgeting, rent collections, recertifications, financial reporting, and staff supervision. Project management experience is essential to oversee capital improvements. Knowledge of the Section 8 program is required. A CPO and/or COS certification is preferred. The successful candidate must have experience with, and enjoy, working with resident boards. Must have knowledge of MS Office. Yardi experience is a plus. Bilingual in English/Spanish is a plus.

The successful individual will have a strong desire to be part of a true, diverse team and to work in an environment that fosters learning and professional development through interaction with other property management professionals in a stable and growing company. Maloney Properties has a proven track record in employee development as it sees its employees as its future leaders.

Established in 1981, 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 State of Vermont, New Hampshire and Rhode Island.

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://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=451722>