



## Property Manager

**Maloney Properties – Voted “Best Place to Work” by its employees for 9 years!**

### **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**

Camfield Estates is seeking a Property Manager to oversee 102 units of Project Based Section 8 and market rate housing in the South End/Lower Roxbury area of Boston, MA. Responsibilities include leasing, waitlist management, budgeting, annual recertifications, rent collections, compliance, EIV, processing invoices, financial reporting, resident relations, vendor management, and staff supervision.

### **Your Qualifications**

At least 5 years of affordable housing property management experience is required. Experience with the Project Based Section 8 program is required. A COS and/or CPO is a plus. Candidates with experience working with resident-owned communities and/or resident boards are encouraged to apply. Must have a valid driver's license and access to a vehicle. MS Office experience is required. Knowledge of Yardi 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=631338>