

Senior Property Manager

Maloney Properties, Inc. is looking for a dynamic and experienced Senior Property Manager to oversee a portfolio of properties in Boston. The successful candidate will have full responsibility for all phases of property management for the properties and responsible for assuring that the properties are managed in the most effective, efficient and economical manner, consistent with the Company's policies and directives. In addition to experience with the overall property operations and staff supervision, the successful candidates will have a proven track record with marketing, leasing, rent collections, budgeting, maintenance programs, personnel policy, record-keeping and reporting systems. Must be knowledgeable of and experienced with LIHTC, HOME and Section 8 rules and regulatory restrictions. COS, C3P or equivalent preferred. Prior experience working with community-based organizations and tenant boards is preferred. Experience must include exceptional customer service and interpersonal skills with strong verbal and written communication skills. Much of our property management activity is computer-based so must have exceptional computer skills and be comfortable designing spreadsheets and forms for routine use. Experience with Yardi or similar accounting system is a plus.

This position will lead a team of on-site administrative and maintenance staff charged with the day-to-day property management of a mix of properties, including some undergoing improvement programs or undergoing financial restructuring. If you get excited about community-focused property management, this may be the right opening for you.

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. The successful candidate will have had a positive experience of working as part of a team of professionals. Maloney Properties has a proven track record in employee development and sees its employees as its future leaders. Maloney Properties is an Equal Opportunity Employer.

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.

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=197228>