

Site Manager/Resident Service Coordinator

Maloney Properties, Inc. is seeking candidates for a full-time Site Manager/Resident Service Coordinator role. The position will be based at two elderly housing sites and report directly to the Property Manager. Rose Hill Manor in Billerica, MA has 40 units and St. Mary's Apartments in Waltham has 70 units. The work schedule will be 3 days a week (24 hours) at Rose Hill Manor and 2 days a week (16 hours) at St. Mary's Apartments. Work hours are Monday to Friday, 9:00am to 5:00pm.

Site Manager responsibilities include leasing, rent collection, certifications/recertifications, wait-list management, processing invoices, coordination of maintenance services, staff supervision, and overall office management. Resident Services responsibilities include, but are not limited to, the initial assessment of services needs for all residents including primary contact with provider agencies, development of programs, services and activities.

Must have experience in property management with knowledge of Project Based Section 8 Programs. A Bachelor's Degree, or higher in Social Work, Psychology, Gerontology, Counseling or related specialty or significant work experience relevant to the position is preferred. Previous experience as a Resident Service Coordinator or comparable case management experience is required. Experience must include strong communication skills, both verbal and written, and computer skills with MS Office. COS certification is a plus. Knowledge of Yardi 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. 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=287513>