

Yardi Maintenance Clerk

The Yardi Maintenance Clerk is responsible for answering all incoming calls for the Dorchester portfolio's Maintenance Department. This individual is responsible for answering the maintenance request line, inputting all maintenance requests in the Yardi computer system for dispatch, and recording all pending and completed work orders on a daily basis. Candidates must be comfortable, and have the ability to work in a fast paced office, with a capacity to meet established deadline. As this position requires continual contact with professional peers, staff, residents, clients, contractors, and the outside community at large, the Maintenance Clerk must demonstrate effective written and oral communication skills.

Additional responsibilities include:

- Data entry of all work orders in the Yardi computer system, on a daily basis
- Electronic submission of all work orders for dispatch to each site.
- Create and maintain an "E" filing system of all completed work orders and inspection reports.
- Creation of all work order and inspection reports and electronic submission to Property Managers.
- Coordination and implementation of unit preventive maintenance schedule for each site
- Preparation of all notices to residents regarding scheduled work or access to their unit and electronic submission of copies to Property Managers.
- Daily reporting to the Director of Maintenance on active maintenance requests
- Assist Director of Maintenance and Property Managers with monthly work order reports and capital improvement logs
- Monitor inventory and contact Director of Maintenance regarding ordering necessary supplies.

The successful candidate shall:

- Maintain high energetic personality, with professional demeanor
- Demonstrate superior customer service skills in interaction with multiple groups (residents, staff, contractors, owners, monitoring agencies, suppliers, and various community representatives)
- Possess strong computer skills (MS Office and Yardi experience required)
- Preferable have prior residential and/or commercial property management experience
- Have the ability to develop and maintain organized systems and procedures, in a multi task environment
- Be comfortable, and have the ability to work in a fast paced office, with a capacity to meet established deadline
- Bilingual in English/Spanish or English/Creole is preferred.

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=226829>