

The MP Eye



A complete listing of career opportunities with Maloney Properties, Inc.

March 5, 2010

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. In business since 1981, Maloney Properties manages approximately 85 housing developments containing over 8,500 units of housing. These properties, consisting of townhouse communities and high-rise developments are primarily located in Boston, and the Greater Boston area. Maloney Properties, Inc. also manages several large residential communities in Vermont, Rhode Island and New Hampshire. At Maloney Properties, employees become part of a true, diverse team and work in an environment that fosters learning and professional growth through interaction with other property management professionals in a stable, growing company. We offer our employees a competitive salary and benefits package that includes a 401(k) plan, flexible spending plan, medical insurance, life and long-term disability benefits, paid sick time, paid company holidays and paid vacation. Maloney Properties is an Equal Opportunity Employer.

Open Positions List

Senior Property Manager

Villa Victoria Apartments in Boston's South is seeking a full-time Property Manager. The successful candidate will have experience in and be responsible for the full spectrum of on-site property management and operation functions for four housing developments with 435 units. Experience must include HUD/Sec. 8 and LIHTC programs, staff leadership, customer service satisfaction, computer skills in MS Office and Yardi and strong verbal and written communication skills. Bi-lingual English/Spanish is preferred. Other interested candidates should send a resume and cover letter to Careers at Maloney Properties, Inc. using the contact information at the end of this Open Positions List.

Property Manager

JAS Properties in Cambridge is seeking a full time Property Manager. JAS is a large, multi-site property and the successful candidate will have experience with the full spectrum of on-site property management and operations functions including budget management, marketing, leasing, rent collections, and staff leadership. Experience must include great customer service skills, strong communication skills, both verbal and written, and computer skills with MS Office and Yardi, and HUD/Sec.8 and LIHTC programs. Other interested candidates should send a resume and cover letter to Careers at Maloney Properties, Inc. using the contact information at the end of this Open Positions List.

Career Opportunities with Maloney Properties, Inc.

Open Positions List

Property Manager, cont.

Mattapan Heights Apartments in Boston is seeking a full time Property Manager. Mattapan Heights Apartments is a large, multi-site property, and the successful candidate will have experience with the full spectrum of on-site property management and operations functions including budget management, marketing, leasing, rent collections, and staff leadership. Experience must include great customer service skills, strong communication skills, both verbal and written, and computer skills with MS Office and Yardi, and HUD/Sec.8 and LIHTC programs. Other interested candidates should send a resume and cover letter to Careers at Maloney Properties, Inc. using the contact information at the end of this Open Positions List.

Maintenance Technician

The Foley Senior Residences in Mattapan, MA is seeking a full-time maintenance mechanic with basic plumbing, electrical and carpentry repair skills. Experience in building and maintenance systems, excellent communication skills and a strong customer service philosophy, required. Driver's license and ability to participate in emergency call rotation a must. Other interested candidates should send a resume and cover letter to Careers at Maloney Properties, Inc. using the contact information at the end of the Open Positions List.

North Canal Apartments in Lowell, MA is seeking a full-time maintenance mechanic with basic plumbing, electrical and carpentry repair skills. Experience in building and maintenance systems, excellent communication skills and a strong customer service philosophy, required. Driver's license and ability to participate in emergency call rotation a must. Other interested candidates should send a resume and cover letter to Careers at Maloney Properties, Inc. using the contact information at the end of the Open Positions List.

Resident Service Coordinator

Robert L. Fortes House is seeking a part-time Resident Service Coordinator (20 hours per week) for this 44-unit elderly development in Roxbury. The successful candidate will have experience in and be responsible for the initial assessment of service needs for all residents including the primary contact with state and federal provider agencies. The Resident Service Coordinator is also responsible for planning and implementing a full schedule of activities for residents and creating the monthly newsletter. Bi-lingual English/Spanish is a plus. Other interested candidates should send a resume and cover letter to Careers at Maloney Properties, Inc. using the contact information at the end of this Open Positions List.

Administrative Assistant

Alexander Magnolia Apartments, Dorchester, MA. The successful candidate will have excellent customer service skills, good communication skills, the ability to perform multiple tasks efficiently, be dependable, have experience in office administration and be proficient in Microsoft office. Experience with Yardi, preferred. Other interested candidates should send a resume and cover letter to Careers at Maloney Properties using the contact information at the end of this Open Positions List.

Resident Service Coordinator

Heritage Apartments, a 301 unit property in East Boston with a resident profile of elderly, family and persons with disabilities seeks a Resident Service Coordinator. The responsibilities include developing service plans for youth and adults, organizing a consortium of providers including Social Security and Mass Health, providing crisis intervention, making referrals, recruiting volunteers, overseeing interns, communicating through flyers, meetings and newsletters. Responsibilities also include providing administrative support, so solid MS Office skills are also required. Bilingual Spanish-English or Chinese-English is preferred. Other interested candidates should send a resume and cover letter to Careers at Maloney Properties using the contact information at the end of this Open Positions List.

Applicants may send a resume and cover letter to Careers at Maloney Properties, Inc. by e-mail to careers@maloneyproperties.com, or by fax to 781-237-5078, or by mail to 27 Mica Lane, Wellesley, MA 02481. Employment applications may also be obtained at any of our properties and forwarded to our Wellesley office. Inquiries may be directed to Colleen Moynihan-Kilgore at 781-943-0200, ext. 248.