

The MP Eye



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

January 26, 2010

Maloney Properties, Inc. specializes in the management and marketing of large residential properties. In business since 1981, Maloney Properties manages approximately 80 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.

Please join us in welcoming the following new employees: **Maribel De La Cruz** to St. Theresa's House, **Peter Gagne** to the WNDC Properties, **Maria Lastoria** to Charlesbank Apartments, **Martin Marrero** to Holyoke Farms Apartments, **Karen Green**, **Amadou Kaba** and **Maryanne Bailey** to the Wellesley office, and **Randall Johnson** to Orchard Gardens Estate. **Welcome!**

We also wish to announce the following transfers: **Noel Yip** from the Wellesley office to Villa Victoria, and **Michelle Pyne** from Charlesbank to the Wellesley office. **Congratulations!**

We say good-bye and thank you for their contributions to **Paula Andrews**, **Raymond Brien**, **Derek McLeod** and **Brandon Tang**. **Much success!**

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. Interested MPI employees should notify his or her supervisor then contact Lynn Delidow, Regional Manager at ldelidow@maloneyproperties.com. 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

West End Place Apartments in Boston is seeking a full time Property Manager. West End Place is a large, mixed income housing cooperative with retail units. 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, computer skills with MS Office and Yardi, and HUD/Sec.8 and LIHTC programs. Successful experience working with resident boards as well as strong communication skills, both verbal and written are also required. Interested MPI employees should notify his or her supervisor then contact Mark Kelly, Regional Manager at mkelly@maloneyproperties.com. 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

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. Interested MPI employees should notify his or her supervisor then contact Lynn Delidow Regional Manager at ldelidow@maloneyproperties.com. 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.

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.