

Occupancy Specialist

Maloney Properties – Voted “Best Place to Work” by our employees for 6 years in a row!

Our team is hard-working and motivated toward providing the best possible housing experience for our residents. Our reputation for customer service and quality workmanship is exemplary in the industry.

About Us

Established in 1981, Maloney Properties, Inc. (MPI) is a successful women-owned business. Our services include property management, real estate development, hospitality management, sales/marketing, and construction management services. We manage more than 100 housing communities with more than 13,000 units throughout the New England area.

We attribute our success to the effective working partnerships we have created with both clients and staff. MPI has developed a unique culture and work environment that is a significant factor in our success and enables us to attract and retain the best talent and finest professionals in the industry. As a result, MPI has a high employee retention rate with an average employee tenure of more than 10 years.

We are a company with a human focus and feel passionately and genuinely that our employees are our greatest asset. We are dedicated to teamwork, staff development and training. We have created a community within our company; we set clear goals and work together to achieve them. Maloney Properties is an Equal Opportunity Employer.

Your Responsibilities

In this full-time position, the Occupancy Specialist works as part of the team responsible for ensuring that households are recertified in accordance with the requirements of our affordable housing programs and regulatory agencies and also assists with other administrative projects.

Your Qualifications

A working knowledge and prior experience with recertification processes related to affordable housing programs (LIHTC, HUD, and HOME) is required. COS, SCHM, C3P or equivalent preferred. Excellent organizational, customer service, oral, written and math skills is required. Proficient with Microsoft Office, and Yardi experience is preferred. Bilingual Spanish/English is a plus. A valid Driver's License is required with access to a vehicle for travel to properties.

Compensation & Benefits:

MPI offers a family friendly workplace and healthy work-life balance. In addition to a competitive salary and benefits package we also offer the following:

- Training programs and opportunities that lead to employee advancement and promotions.
- A flexible work schedule and the ability in many cases to work remotely.
- A generous Employee Referral Program with a bonus of up to \$1,000 per hire.
- Volunteer and fundraising opportunities for annual causes such as the AIDS Walk and Stand Against Racism, just to name a few.

Apply Now Via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=567001>