

Occupancy Specialist

Maloney Properties is seeking candidates for a full-time Occupancy Specialist role for our Allston/Brighton portfolio, which consists of over 500 units. This role will be a part of a 2 person occupancy team and is responsible for insuring that all households are recertified on an annual basis and are in compliance with affordable housing program regulations. Qualified candidates must have experience in the recertification process and related regulations of affordable housing programs (LIHTC, HUD, and HOME). COS, SCHM, C3P or equivalent preferred. Must have excellent oral and written communication skills. Must have excellent math skills. Must be proficient in Microsoft Office. Yardi experience is preferred. Bilingual Spanish/English 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=445130>