**Assistant Property Manager**

**Maloney Properties – Voted “Best Place to Work” by our employees for 10 years!**

**Join our hard-working motivated team! Our reputation for customer service and quality workmanship is the best 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 10,000 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:**

We are seeking candidates for an Assistant Property Manager to support our portfolio of residential properties in Lowell, MA. Working closely with the Property Managers, your responsibilities and duties will include:

* Assisting residents and addressing any concerns.
* Leasing and waitlist management.
* Interim and annual recertifications.
* Management of the EIV system.
* Assisting with monthly reporting.
* Coordinating unit inspections.
* Accounts receivable.
* Scheduling maintenance and coordinating work with outside vendors.
* Overall office management.

The work hours are 9:00-5:00 Monday-Friday. Your work week will be split between our main office and a smaller site, both in Lowell. Some travel between sites will be required.

**Your Qualifications:**

We are looking for someone with great communication skills and a strong customer service philosophy to join our management team.

* Previous experience in property management is required; knowledge of LIHTC and Section 8 program administration is preferred.
* Experience with Microsoft Office (Word, Excel, Outlook) is required. Experience with Yardi would be a plus.
* COS, CPO, C3P, or equivalent certifications are preferred.
* A valid driver’s license and access to a vehicle are required.
* Bilingual English/Spanish would be a plus.

**Compensation & Benefits:**

We offer highly competitive pay and a comprehensive benefits package including great health benefits, 13 paid holidays, vacation time, 401k match, life and disability insurance, employee assistance program, an extra paid day off during your birthday month, and more! You will love our family-friendly workplace and healthy work-life balance at Maloney.

We also offer training programs and opportunities that lead to employee advancement and promotions. If you are interested in furthering your skills and building your career, this is a great opportunity for you!

**Apply now at the link below. We can’t wait to hear from you!**

[**https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=638701**](https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=638701)