

Assistant Property Manager/Recertification Specialist

Do you want an easier commute to work? Are you tired of commuting into Boston? Do you reside near Route I-95 South and want to get to work with little to no traffic? If your answer is yes to all of these questions, we have an exciting opportunity for you. Our Rhode Island portfolio is growing and we are seeking candidates for an Assistant Property Manager/Recertification Specialist to assist with the management of 300 units of scattered housing in Pawtucket and Central Falls, RI. The work hours are 9:00am to 5:00pm, Monday to Friday. Flexibility to attend some evening meetings and special outings as needed. Responsibilities include leasing and marketing, waitlist management, recertifications, rent collections, accounts payable, work orders, and overall office management. Previous experience in property management is required. Knowledge of the Section 8, LIHTC and NOP programs are preferred. COS or C3P designation is a plus. Skill set includes excellent organizational and time management skills, great customer service skills, and good communication skills. Proficiency with Microsoft Office: Word, Excel and Outlook are required. Experience with Yardi is a plus. Bilingual in English/Spanish is preferred.

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://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=452310>