

Portfolio Assistant Property Manager

Maloney Properties – Voted “Best Place to Work” by its employees for 6 years!

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 130 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

The Assistant Property Manager will provide support to a portfolio of properties with over 400 units. This role will be primarily based at Laurel Hill Residences in Brookfield, CT and Barton Commons in New Milford, CT with occasional support to all other CT properties. The work hours are 9:00am to 5:00pm, Monday to Friday with occasional evenings and weekends as needed. Responsibilities include leasing and marketing, waitlist management, recertifications, rent collections, work orders, accounts payable, and overall office management.

Your Qualifications

Previous administrative experience in property management is required. Knowledge of the LIHTC program is required. COS or C3P certification is a plus. Skill set includes strong organizational and time management, great customer service, and good communication skills. Proficiency with Microsoft Office: Word, Excel, and Outlook. Knowledge of Yardi is a plus. Must be able to travel between multiple sites. A valid driver's license and access to a vehicle is required. Bi-lingual in English/Spanish is a plus.

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.

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<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=540084>