

Assistant Property Manager

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

The Assistant Property Manager, working alongside the Senior Property Manager, is responsible for operations of a 506 mixed-income scatter-site housing portfolio. The Assistant Property Manager will complete and manage all bookkeeping functions including, but not limited to: scanning/processing tenant and subsidy agency rent checks, submit monthly HUD Section 8 vouchers through Traccs software, reconcile month end reports and process zero-sum receipts. Process all move-ins and move-outs in Yardi software. Send lease violation notices to residents and bring legal cases for non-payment of rent. Submit RAFT and SHERA applications on behalf of residents for arrears payments. Prepare various quarterly, monthly and annual reports for internal purposes, as well as for housing agencies. Resolve tenant complaints/disputes and refer to the Resident Service Coordinator when appropriate. Attend court hearings in-person or by zoom as needed.

Your Qualifications

This position requires experience in rent collection, the housing court process, LIHTC/Section 8 program administration, and work experience in a high-volume real estate office. Good conflict resolution and customer service skills are a must along with

strong attention to detail. Bilingual English/Spanish strongly preferred. Experience with Yardi or other property management software required.

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=563404>