

## **Assistant Property Manager**

**Maloney Properties – Voted “Best Place to Work” by our employees for 7 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

We are seeking candidates for an Assistant Property Manager to support our portfolio of residential properties in Woonsocket, RI. The Assistant Property Manager will be responsible for filling in as the site supervisor should the portfolio manager be unavailable. Responsibilities of this position will include:

- Supervising accounts receivables, rent payments, and collections.
- Meeting the targeted delinquency goal by following-up with telephone calls and/or collection or demand notices, creating NSF notification letters and balance letters.
- Adjusting/correcting resident ledgers; inputting lease charges, concessions; updating leases in Yardi.
- Tracking resident income exceeding income limit, notifying residents and implementing new leases.
- Assisting the leasing specialist with scheduling and processing move in/move outs.
- Working closely with portfolio manager and attorney to address non-compliance issues.
- Responsible for reports required by management, owner, and monitoring agency.

- Updating monitoring agencies' data base with household and income information.
- Responsible for reviewing and monitoring security systems.
- Coordinating extermination services with resident and vendors.
- Tracking and implementing changes in newly LIHTC/HUD published income and rent limits.
- Tracking and implementing changes in annual utility allowances.
- Willingness to obtain certification of EIV reporting system within 60 days of hire.
- Assisting portfolio manager in updating AFHMP, TPS and other policies as changes occur or are required.
- May be required to assist leasing and occupancy specialist with annual resident recertifications of eligibility.
- Respond to incoming emails and phone calls.
- Creating and maintaining a good working relationship with residents, staff, and vendors.
- May handle tenant maintenance requests and dispatch work orders.
- May perform other duties as assigned. Work hours for this position are Monday-Friday 9:00am-5:00pm.

#### Your Qualifications

Previous experience in residential property management is required. Knowledge of LIHTC and HUD is preferred. We are looking for someone with strong written and verbal communication skills and a strong customer service philosophy. Strong attention to detail and follow-up will also be key to success in this role. Bilingual in English/Spanish is preferred. Experience with Yardi software is preferred. Successful candidates will be fully vaccinated against COVID-19 as a condition of employment. Reasonable accommodation requests for medical or religious exemptions will be considered.

#### 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=576283>

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