

## Property Manager

Maloney Properties is growing and we looking for dynamic and experienced professionals to join our team. Currently, we are seeking a Property Manager to oversee a rental community in the South Coast region just off I-95 – easy commute. The work hours are part-time, 20-30 hours a week, and flexible schedule. This position has the potential to expand to full-time hours in the future as we continue to grow. The successful candidate must have a passion for resident engagement and satisfaction, and community relations. Responsibilities include supervision, rent collection, leasing and marketing, re-certifications, program compliance, and client and regulatory agency reporting. Knowledge of LIHTC and Section 8 programs are preferred. Proficiency with Microsoft Office: Word, Excel and Outlook are required. Experience with Yardi is a plus.

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 90 housing developments containing over 9,000 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=468179>