

Administrative Assistant

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

Maloney Properties is seeking candidates for a full-time Administrative Assistant to support our portfolio in Woonsocket, RI. The candidate for this position will be at the forefront, representing our fast-paced Woonsocket management team. The candidate will be responsible for answering multiple phone lines, welcoming, and assisting visitors, processing housing applications, managing the waitlist, processing work orders, invoices, ordering office supplies, data entry and assisting with special projects.

Your Qualifications

Prior administrative experience is required. Your skill set must include excellent organizational and time management skills, excellent customer service skills, and good communication skills. Proficiency with Microsoft Office, Word, Excel and Outlook are required. Experience with Yardi is a plus. A valid driver's license and reliable vehicle for potential travel between properties is required. Bilingual Spanish/English is 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=566981>