

## **Senior Property Manager**

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

We are seeking an experienced and dynamic Senior Property Manager to oversee a portfolio of properties scattered throughout Rhode Island that includes affordable housing communities with varied financing and subsidy programs, including LIHTC, Section 8, and HOME.

The position has full responsibility for all aspects of property management to ensure that the properties are managed in the most effective and efficient manner. In addition to having prior experience with overall property operations and staff supervision, the successful candidate will have experience with marketing, leasing, budgets, financial reporting, client/ownership relations, maintenance programs, capital improvement projects, record-keeping and reporting systems, and insuring compliance with regulatory agencies including HUD and Rhode Island Housing, and private LIHTC investors.

Primary keys to our success are the staff who manage the properties and the residents who live in our properties. Therefore, effective communication with both staff and residents and the leadership needed to provide knowledge and guidance is of paramount importance to us.

### **Your Qualifications**

At least 5 years of experience managing a multi-subsidized portfolio of family housing. COS, SHCM, C3P certification or equivalent is preferred. Experience must include exceptional customer service and interpersonal skills with strong verbal and written

communication skills. Proficiency in Word, Excel, and PowerPoint is required. Experience with Yardi or similar property management software is a plus. Must have a valid driver's license and access to a vehicle.

**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=575007>