

Occupancy Specialist

Maloney Properties – Voted “Best Place to Work” by our employees for 9 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 100 housing communities with more than 11,000 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 looking for a full-time Occupancy Specialist to support a large community of residential housing in Woonsocket, RI. The work hours are Monday-Friday 9:00-5:00. This role is responsible for ensuring that all households are recertified on an annual and interim basis and are in compliance with affordable housing program regulations. Your duties will include:

- Conducting interviews with residents and ensuring all appropriate paperwork and authorizations are completed.
- Receiving resident signatures for release of information on all required third-party verifications and sending verifications to the appropriate source.
- Following up on notices to ensure new lease addendums and completed recertification paperwork is signed by the resident.

The Occupancy Specialist will also process move-ins/move-outs, assist with rent collections, and provide support to residents. Some filing, data entry, and other administrative tasks to support the office will also be included in your responsibilities.

Your Qualifications

Successful candidates will have experience in the recertification process and related regulations of affordable housing programs (LIHTC and/or Section 8). COS, SCHM, C3P or equivalent certification is preferred. We are looking for someone with excellent

communication skills and proficiency in Microsoft Office (Word, Excel, and Outlook). Experience with Yardi or another property management software is a plus.

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=619399>

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