

Property Manager

Maloney Properties – Voted “Best Place to Work” by our employees for 10 years!

Join our hard-working motivated team! Our reputation for customer service and quality workmanship is the best 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 create with clients and staff. MPI has a unique culture that enables us to attract and retain the best talent and finest professionals in the industry. 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. Maloney Properties is an Equal Opportunity Employer.

Your Responsibilities

The Woonsocket Portfolio is growing with the addition of Millrace District, a 70-unit affordable housing community in Woonsocket, RI. We are seeking a dynamic Property Manager to join a team responsible for 6 communities with over 400 units and commercial spaces. The work hours are 9:00am-5:00pm, Monday to Friday. Under the direction of the Senior Property Manager, you will be responsible for leasing, waitlist management, legal management, annual recertifications, rent collections, inspections, compliance, processing invoices, resident relations, vendor management, and staff supervision.

Your Qualifications

Property management experience is required. Lease-up experience is a plus. Experience with LIHTC and Section 8 programs are required. COS, CPO, and/or C3P designation is a plus. Must have a valid driver's license and access to a vehicle. MS Office experience is required. Knowledge of Yardi is a plus.

Compensation & Benefits

We offer highly competitive pay and a comprehensive benefits package including great health benefits, 13 paid holidays, vacation time, 401k match, life and disability insurance, employee assistance program, and more. You will love our family-friendly workplace and healthy work-life balance at Maloney.

We also offer training programs and opportunities that lead to employee advancement and promotions. If you are interested in furthering your skills and building your career, this is a great opportunity for you!

Apply now at the link below. We can't wait to hear from you!

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=635459>