



Assistant Property Manager

Maloney Properties – Voted “Best Place to Work” by its employees for 11 years!

About Us

Established in 1981, Maloney Properties LLC is a successful real estate firm. 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. Maloney Properties 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, we have 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 Assistant Property Manager to assist in overseeing a residential community located in Portsmouth, RI. There are a total of 150 units that are senior housing and assisted living. The work hours are 9:00am to 5:00pm, Monday through Friday. Responsibilities include assisting annual and interim recertifications, leasing, waitlist management, agency audits, unit and common area inspections, and resident relations. This role will also provide support to other sites in RI as needed.

Your Qualifications

Experience in property management is required. Assisted living experience is a plus. Experience with Section 8 and LIHTC is required. COS and/or CPO certifications are a plus. Must have a valid driver's license and access to a vehicle. Knowledge of Yardi is a plus.

Excellent organizational and time management skills, great customer service skills, and good communication skills. Proficiency with Microsoft Office: Word, Excel, and Outlook are required.

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, an extra paid day off during your birthday

month, 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!

Salary: \$60,000 to \$65,000k depending on experience.

Apply Now Via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=648057>