



## 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 a Property Manager to oversee 3 residential communities located in Newport and North Kingstown, RI. There are a total of 136 units under the Section 8 and LIHTC programs. The work hours are 9:00am to 5:00pm, Monday through Friday. Responsibilities include staff supervision, annual and interim recertifications, leasing, waitlist management, agency audits, legal management, unit and common area inspections, maintenance coordination, rent collections, resident relations, and vendor management.

### **Your Qualifications**

Property management experience is required. 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. MS Office experience is required. Knowledge of Yardi is a plus.

### **Compensation & Benefits:**

Maloney Properties 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.

**Salary:** \$70,000

**Apply Now Via:**

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=648056>