



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

Fifty Washington Square located in Newport, RI is seeking a Property Manager. The mixed-use residential community consists of 93 affordable units and are a mix of LIHTC, PBV, and Section 8. The work hours are 9:00am to 5:00pm, Monday through Friday with some evenings and weekends as needed. Responsibilities include leasing, compliance, property maintenance, resident relations, financial performance, rent collections, recertifications, accounts payable, waitlist management, and staff supervision.

Your Qualifications

At least 3 years of property management experience is required. Section 8 experience is required. LIHTC experience is a plus. COS, CPO, 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:

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.

Starting Salary: \$75,000

Apply Now Via:

<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=653898>