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**Assistant Property Manager**

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

**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 10,000 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**

The Assistant Property Manager will join a team of housing professionals in our New Hampshire Portfolio. The Residences at Chestnut is a new construction community in Manchester, NH. The property will consist of 142 affordable units, with phase one, 44 units being ready for lease-up immediately. Phase two, an additional 98 units will be ready in 2026. The work hours are 9:00am to 5:00pm, Monday to Friday with some nights and weekends as needed during the lease-up process. Responsibilities include leasing, waitlist management, recertifications, rent collections, monthly reporting, unit inspections, work orders, accounts payable, and overall office management. This role will also provide support to a community located in Nashua, NH and Haverhill, MA as needed.

**Your Qualifications**

Administrative experience in property management is required. Lease-up experience is a plus. Knowledge of Section 8 and LIHTC programs is required. COS, CPO or C3P designation is a plus. Proficiency with Microsoft Office: Word, Excel and Outlook is required. Experience with Yardi is a plus. Must have a valid driver’s license and access to a vehicle.

**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.

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<https://recruit.hirebridge.com/v3/application/applink.aspx?cid=6584&jid=636344>