Job Title: Leasing Consultant & Office Administrative Assistant
Location: Amy Lowell Apartments Boston, MA 02114
Hours: Full Time
Pay: $27 per hour plus $100 commission for new leases

Job Description:

HallKeen Management Company is looking for a Full Time - 40 hour per week – Leasing Consultant & Administrative Assistant for a property in the Boston Area. The role entails working on marketing, touring apartments, meeting with prospects and applicants and completing the application process. Also assisting and supporting the Property Manager while providing prompt and efficient administrative TEAM support to the Property Management office. This individual will be the first face for residents and guests to represent HallKeen Management; superb customer-service a must. We are looking for a bright, energetic individual who enjoys becoming involved in a variety of tasks in a team-based supportive atmosphere.

Responsibilities:

- Front-Line Office – resident interaction
- Tracking work orders – Input and Completion
- Invoicing – work-up thru AI VIC
- Eversource utility – monthly tracking
- Vendor Certificates of Insurance/Workman's Comp tracking
- Low Income Tax Credit Waitlist Management
    - Distribute applications
    - In-take new applications
    - Track the waitlist through OneSite
    - Top 10 Outreach
    - Interview applicants
    - Annual (bi-annual) update
- Assist with Resident Recertifications
    - Annual interviews
- Resident filing
- Assist with Annual Apartment Inspections
    - Follow-up with workorders from inspections
- Marketing tasks – responding/tracking KNOCK and Apartments.com
- Marketing Tours
- Marketing Surveys
- Social Media Postings
- Assist with monthly Newsletter

Qualifications:
Candidate must be organized; adept in Technology, possess strong effective written and oral communication skills; ability to plan strategically; detail oriented; be able to perform and prioritize multiple projects; excellent customer service skills and a professional demeanor. Must be proficient in Word, Excel, Publisher Outlook, Social Media and OneSite. Prior experiences in the property management or marketing field and bi-lingual a plus.

Benefits:
Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

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