



Job Title: Administrative Assistant
Location: Bayview Towers Stamford, CT 06901
Hours: Part Time

Job Description:

HallKeen Management Company is looking for a part time Administrative Assistant. This position assists and supports the Property Manager and provides prompt and efficient administrative support to management office.

Responsibilities:

Includes but are not limited to:
Answering telephones & greeting of residents and visitors
Processing invoices
Processing work orders
Implements daily rent collection and process late fees
Assists in maintaining the waiting list
Purchasing of office supplies
Handle Incoming mail and correspondence
Provide Administrative support for activities related to annual recertification and marketing/leasing of apartments.
Assists in preparation of monthly reports
Assists in preparation and distribution of notices to residents
Performs general administrative duties
Provide and maintain professional customer service to residents, prospective and vendors

Qualifications:

Candidate must be organized; detail oriented; be able to perform and prioritize multiple projects; should have effective written and oral communication skills; excellent customer service skills and a professional demeanor. Must be proficient in Word, Excel and have the ability to use email and Internet. Prior experiences in the property management and affordable housing (Section 8 & Tax Credit) field a plus.

If you are interested in applying or know someone to refer for the position please e-mail resume to Synthia Steinacher at SSteinacher@hallkeen.com