



**Job Title: Administrative Assistant/Leasing Support**

**Location: Bayview Towers Apartments, Stamford, CT 06901**

**Hours: Part-Time, Tuesday–Saturday, approximately 25-28 hours per week**

**Rate: \$24.00 per hour**

**Job Description:**

HallKeen Management is seeking a motivated and detail-oriented Administrative Assistant/Leasing Support for Bayview Towers Apartments, an affordable multi-family community in Stamford, Connecticut. This part-time role is ideal for someone who enjoys working in a fast-paced office environment, assisting residents, and supporting property management operations.

**Responsibilities include:**

- Assisting staff with day-to-day office operations
- Greeting residents, applicants, and visitors
- Answering phones and emails, logging service requests, and following up with residents
- Collecting rent payments
- Assisting with leasing activities, including interviewing prospective residents and supporting the application process
- Helping prepare documentation for move-ins, annual and interim recertifications, and lease renewals in compliance with HUD Section 8 and LIHTC programs
- Performing other administrative duties as needed

**Qualifications:**

- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and priorities in a busy office environment
- Professional communication skills, both verbal and written
- Proficiency with Microsoft Word, Excel, email, and internet
- Experience with property management, leasing, or affordable housing programs (HUD Section 8/LIHTC) preferred
- Experience with RealPage/OneSite software a plus
- Associate's degree or equivalent relevant experience preferred
- Bilingual in English and Spanish or French Creole strongly preferred

**Compensation & Benefits:**

This is a part-time position offering approximately 25-28 hours per week. Competitive pay is offered, with eligibility to participate in the company's 401(k) plan with employer match.

**If you are interested in applying or know someone to refer for the position, please e-mail resumes to [Smarerro@hallkeen.com](mailto:Smarerro@hallkeen.com)**