

## **HALLKEEN MANAGEMENT**

**Date: December 13, 2021**

**Job Title: Administrative Assistant/Recertification Specialist**

**Location: Watertown, MA**

**Hours: Part-Time – 16 hours per week.**

**Job Description:**

HallKeen Management Company is looking for a part-time – 16 hour per week - Administrative Assistant. Assists and supports the Senior Property Manager 16 hours per week at a property in Watertown, MA. The Property is comprised of an elderly community – Low Income Housing Tax Credit and Market Rate apartment homes. The Administrative Assistant provides prompt and efficient administrative support to the Property Management offices.

**Responsibilities:** Includes but are not limited to:

- Conducts annual recertifications
- Greeting Residents and the public
- Answering telephones & greeting of visitors
- Accounts Payable
- Marketing & Leasing of apartments as well as touring
- Processing work orders
- Implements daily rent collection
- Assists in maintaining the waiting list
- Handle Incoming mail and correspondence
- Assists in preparation of monthly reports
- Performs general administrative duties as needed

**Qualifications:**

LIHTC certification a plus. Must have previous recertification experience. Candidate must be organized; detail oriented; be able to perform and prioritize multiple projects; must 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 or marketing field and bi-lingual a plus.

If you are interested in applying or know someone to refer for the position please e-mail resume to Jenaya Roderick at [Jroderick@hallkeen.com](mailto:Jroderick@hallkeen.com)