



**Job Title: Administrative Assistant**

**Location: Court of Camp Springs Suitland, MD 20746**

**Hours: Full Time – 40 Hours**

**Job Description:**

HallKeen Management is seeking a full-time Administrative Assistant for The Court of Camp Springs, a multi-family tax credit community located in Suitland, MD.

Responsibilities will include, but are not limited to answering phones, maintaining files, screening rental applications, conducting apartment tours and initial lease signings, completing third-party verifications, preparing lease documentation, maintaining applicant wait-list, generating and sending correspondence, assisting residents and vendors, generating work order requests, and providing additional administrative support to management as needed.

Prior administrative/leasing experience in a multifamily setting is required. Knowledge of Tax Credit and OneSite software is a plus. Excellent customer service, strong attention to detail and strong MS Office computer skills are also required.

**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.

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