



Job Title: Administrative Assistant

Location: Danville House Danville, VA 24541

Hours: Full-Time, 40 Hours

Job Description:

HallKeen Management is seeking a full-time Administrative Assistant for Danville House, a Section 8, senior housing community located in Danville, VA.

Duties and Responsibilities:

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, processing searches in EIV, preparing lease documentation, maintaining applicant wait-list, generating and sending correspondence, assisting residents and vendors, generating work order requests, marketing and providing additional administrative support to management as needed.

Prior administrative/leasing experience in a multifamily setting is required. Knowledge of HUD 4350 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 to tholland@hallkeen.com