



**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 Donna DeRose at [dderose@hallkeen.com](mailto:dderose@hallkeen.com)**