

## **HALLKEEN MANAGEMENT**

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

**Location:** Fenway Area Boston, MA 02115

**Hours:** Full-time – 40 hours per week

**Job Description:**

HallKeen Management Company is looking for a full time –40 hour per week - Administrative Assistant & Leasing Specialist. Assists and supports two Property Managers and provides prompt and efficient administrative support to the Property Management office. We are looking for a bright, energetic individual who enjoys becoming involved in a variety of tasks in a team-based supportive atmosphere.

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

- Greeting Residents and the public
- Answering telephones & greeting of visitors
- Markets & Leases apartments
- Processing work orders
- Implements daily rent collection
- Assists in maintaining the waiting list
- Office Management
- Purchasing of office supplies
- Handle Incoming mail and correspondence
- Provide Administrative support
- Assists in preparation of monthly reports
- Performs general administrative duties as needed

**Qualifications:**

Candidate must be organized; adept in Technology, possess strong effective written and oral communication skills; ability to plan strategically; detail oriented; be able to perform and prioritize multiple projects; excellent customer service skills and a professional demeanor. Must be proficient in Word, Excel, Publisher Outlook, Social Media. 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 Rosa Baez at [Rbaez@hallkeen.com](mailto:Rbaez@hallkeen.com).