



Job Title: Administrative Assistant

Location: Winooski, VT 05404

Hours: Part Time 26 hours per week Temporary (May to August)

Job Description:

Property management team is seeking an articulate, energetic people-person to join their team. The ideal candidate will enjoy becoming involved in a variety of tasks in a team-based supportive environment. As an administrative assistant, you would assist with the leasing and marketing initiatives at Keens Crossing. Some of these tasks include: communicating with prospective renters over the phone and email, processing and managing applications, meeting with applicants, taking work orders from residents, providing extraordinary customer service to current residents including any concerns they may have, scheduling appointments, and several administrative tasks such as filing, copying, making phone calls and supporting the property manager in the needs of the property. **Must be able to multitask and thrive in a fast-paced environment.**

Computer proficiency is required.

The work schedule is Monday, Tuesday, Wednesday Thursday from 12-5 and Friday from 11-5. Schedule may vary and can include coming in on weekends for tours. Candidate must be flexible and willing to work as needed.

In order to be considered for this position, we will need for you to email us a resume and cover letter including your salary requirements. In your cover letter tell us about yourself and what strengths you could bring to the position.

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 Diane Finnigan at Dfinnigan@hallkeen.com