

HALLKEEN MANAGEMENT

Job Title: Administrative Assistant

Location: Lenox Schoolhouse Lenox, MA 01240

Hours: Part-time (10HR/week)

Job Description:

HallKeen Management has an immediate opening for a part-time Administrative Assistant to assist with operations of a 38-unit LIHTC, elderly/disabled community in Lenox, MA

Primary Function:

We are looking for a positive, enthusiastic individual who can work with the residents as well as maintain positive relationships with area agencies such as Public Housing Authorities and affiliated state agencies.

The Property has multiple programs onsite including HOME units, LIHTC units, and project-based subsidy units. Responsibilities will include interviewing residents and applicants to help prepare initial and annual recertifications, screening applications, creating move in packets, partially processing invoices, answering telephones for prospective residents and current residents, greeting and engaging with visitors and vendors, interfacing on a daily basis with residents, recording service requests in the resident management system, collecting and processing rent checks, other general administrative duties.

Knowledge and Skills:

Candidate should have solid multi-tasking abilities, strong communication skills, both verbal and written. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office and property management software experience is preferred.

Prior experience in the property management and/or affordable housing field is a plus.

Full-time employee benefits:

Hallkeen offers comprehensive compensation package that includes full suite of benefits, including medical, dental, vision, group life/voluntary life insurance, and flexible spending accounts. Paid Time off and holidays, 401(K) program, Employee Assistant Program, and more!

If you are interested in applying or know someone to refer for the position, please fax e-mail resume to Brenda Iacuessa at 413-884-6942 or biacuessa@hallkeen.com