

HALLKEEN MANAGEMENT

Job Title: Administrative Assistant / Leasing Specialist

Location: Midway Studios Boston, MA 02210

Hours: Part Time

HallKeen Management Company is looking for a Part-time –24 hour per week - Administrative Assistant & Leasing Specialist. Assists and supports Property Manager 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
- Assists in Marketing & Leasing of 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 for activities related to annual recertifications
- 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 fax or e-mail resume to Jennifer Zarrella 617-946-4630 or JZarrella@hallkeen.com