



**Job Title: Administrative Assistant**

**Location: Oak Hill Apartments - Pittsfield, MA 01201**

**Hours: Part Time 20 Hours Per Week**

**Pay Rate: \$19.00 Per Hour**

**Job Description:**

HallKeen Management Company is looking for a part time Administrative Assistant. This position assists and supports the Property Manager and provides prompt and efficient administrative support to management office.

**Responsibilities:**

Includes but are not limited to:

Answering telephones & greeting of residents and visitors

Processing invoices

Processing work orders

Implements daily rent collection and process late fees

Assists in maintaining the waiting list

Purchasing of office supplies

Handle Incoming mail and correspondence

Provide Administrative support for activities related to annual recertification and marketing/leasing of apartments.

Assists in preparation of monthly reports

Assists in preparation and distribution of notices to residents

Performs general administrative duties

Provide and maintain professional customer service to residents, prospective and vendors

**Qualifications:**

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.

Experience in the LIHTC Program is preferred. COS and C3P Certification is ideal.

**If you are interested in applying or know someone to refer for the position please e-mail resume to Charlotte Lewis at [clewis@hallkeen.com](mailto:clewis@hallkeen.com)**