



Job Title: Administrative Assistant

Location: Oxford School Residences Fairhaven, MA 02719

Hours: Part Time / 16 hours per week

Job Description:

HallKeen Management Company is looking for an Administrative Assistant to support management office operations at an affordable elderly apartment community in Fairhaven, Massachusetts. Responsibilities will include answering telephones and greeting visitors; interfacing on a daily basis with residents, carrying out the resident retention program, taking and logging of service requests in computerized resident management system, collecting and processing rent checks, and other general administrative duties as assigned.

Candidate must be organized, detail oriented, should be able to perform and prioritize multiple projects in a busy office; should have effective written and oral communication skills and a professional demeanor. Must be proficient in Word, Excel and have the ability to use email and internet. Prior experience in the property management and/or affordable housing field is a plus.

If you are interested in applying or know someone to refer for the position, please e-mail resume to mthomopoulos@hallkeen.com