



Job Title: Administrative Assistant

Location: Palmetto Park Apartments, Clearwater, FL 33755

Hours: Full Time

HallKeen Management Company is looking for an Administrative Assistant. The qualified candidate will assist and support the management team and provides great customer service to residents and to the public.

Responsibilities:

Include but are not limited to:

Answering telephones & greeting of visitors

Processing invoices

Processing service requests

Assists in maintaining the waiting list

Handle incoming mail and correspondence

Marketing/leasing of apartments

Process rental applications

Performs general administrative duties

Qualifications:

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, excellent customer service skills and a professional demeanor. Must be proficient in Word, Excel. Prior experiences in the property management field a plus.

If you are interested in applying or know someone to refer for the position please e-mail resume to Michelle Dallas at mdallas@hallkeen.com