



Job Title: Administrative Assistant

Location: Park City Apartments, Miami FL 33755

Hours: Part time

Job Description:

HallKeen Management Company is looking for an Administrative Assistant. This position assists and supports the management team and provides prompt and efficient administrative support for multiple properties.

Responsibilities:

Includes 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

Provide administrative support for activities related to annual recertification

Marketing/leasing of apartments

Process rental applications, conduct interviews for recertifications

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.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

If you are interested in applying or know someone to refer for the position please call 305-687-3326 or e-mail resume to parkcity@hallkeen.com