



Job Title: Administrative Assistant

Location: Park City Apartments Miami, FL 33169

Hours: Part time-24 hours per week

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.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Donna DeRose at 781-915-3059 or DDeRose@HallKeen.com