



Job Title: Office Assistant

Location: Park City Apartments, Miami FL 33755

Hours: Part time

Job Description:

HallKeen Management Company is looking for an Office 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 for the position please e-mail resume to Marie Crevecœur at mcrevecœur@Hallkeen.com