



Job Title: Assistant Manager - Administrative Assistant

Location: Pine Oaks Village Harwich, MA 02645

Hours: Part Time 20 hours per week

Job Description:

HallKeen Management is seeking a motivated Part-Time Assistant Manager for a portfolio of 163 units of elderly and disabled affordable housing (HUD Section 8 and Rural Development). The ideal candidate will have experience in daily operations of an affordable housing community.

Duties and responsibilities:

As Assistant Manager, your primary responsibilities include:

- Interviewing applicants and residents to certify income per HUD and RD Guidelines
- Verifying Income and Assets for households per HallKeen, state and agency standards
- Waiting list management
- Maintaining resident and apartment files

Responsibilities will also include answering telephones and greeting visitors; interfacing on a daily basis with residents, taking and logging of service requests in computerized resident management system, and other general administrative duties.

Candidate must be organized, highly 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 and positive solution based attitude. Must be proficient in Word, Excel and have the ability to use email and internet. Ideal candidate would have working knowledge of HUD and Rural Development policies and procedures, along with Real Page/One Site Software.

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 fax or e-mail resume to Candace Boyle at (508) 432-9663 or CBoyle@hallkeen.com