



Job Title: Administrative Assistant

Location: The Residences at Fairmount Station – Boston, MA 02136

Hours: Part Time – Temporary for at least 12 weeks

Job Description:

HallKeen Management has an opening for a Part Time Temporary Administrative Assistant position of 27 apartments at The Residences at Fairmount Station in Hyde Park.

The role entails assisting and supporting the Property Manager while providing prompt and efficient administrative TEAM support to the Property Management office. This individual will be the first face for residents and guests to represent HallKeen Management; superb customer-service a must. We are looking for a bright, energetic individual who enjoys becoming involved in a variety of tasks in a team-based supportive atmosphere.

Responsibilities:

- Front-Line Office – resident interaction
- Waitlist Management
- Assist with Resident Annual Recertification
- Resident filing

Qualifications:

Candidate must be organized; adept in Technology, possess strong effective written and oral communication skills; ability to plan strategically; detail oriented; be able to perform and prioritize multiple projects; excellent customer service skills and a professional demeanor. Must be proficient in Word, Excel, Publisher Outlook, and Social Media. Prior experiences in the property management or marketing field and bi-lingual a plus.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Lynelle Lee LLEE@Hallkeen.com