



Internal Job Postings

Job Title: Administrative Assistant

Location: Ships Cove, Fall River, MA 02721

Hours: Full Time 40 Hours

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 a 201 Section 8 and LIHTC property.

Responsibilities:

Includes but are not limited to:

Answering telephones & greeting of visitors

Processing invoices

Processing work orders

Assists in maintaining the waiting list

Handle Incoming mail and correspondence

Provide Administrative support for activities related to annual recertification and marketing/leasing of apartments.

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 and have the ability to use email and internet. 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 Kathleen Wilbur at 781-915-3115 or Kwilbur@hallkeen.com