

HALLKEEN MANAGEMENT

Job Title: Administrative Assistant
Location: Steinhorst Square, Utica NY 13501
Hours: Part time-20 Hours

Job Description:

HallKeen Management has an immediate opening for a part-time Administrative Assistant for a 98-unit project-based Section 8, elderly/disabled community in Utica, NY. We are looking for a bright, energetic individual who enjoys becoming involved in a team-based supportive atmosphere

Primary Function:

The Administrative Assistant will be reporting directly to the Property Manager and duties include, but not limited to: fully preparing initial, annual and interim recertifications for all residents in full compliance with HUD regulations; collecting and depositing rent; answering telephones & greeting of visitors; processing work orders and vendor invoices; assisting in maintaining waitlists; handling incoming mail and correspondence; performing general administrative duties.

Attention to detail and ability to work independently is necessary.

Knowledge and Skills:

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.

Qualified candidates must have a minimum of 1+ year's residential property management experience and COS and/or equivalent HUD designation is a plus, be detail oriented, be knowledgeable of Section 8 program requirements including EIV and TRACS.

Part-time employee benefits:

Hallkeen offers comprehensive compensation package that includes group life/voluntary life insurance, and flexible spending accounts. Paid Time off and holidays, 401(K) program, Employee Assistant Program, and more!

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Lynn Graniti at 315-793-0068 or lgraniti@hallkeen.com