



**Job Title: Administrative Assistant**

**Location: Steinhorst Square Apartments Utica, NY 13501**

**Hours: Part Time 27 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

**Duties and Responsibilities:**

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.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 315-793-0068 or [Kdarrow@hallkeen.com](mailto:Kdarrow@hallkeen.com)**