



Job Title: Administrative Assistant

Location: Union Street Lofts, New Bedford, MA 02740

Hours: Part-time (24 hours per week)

Pay: \$22 per hour

Job Description:

Norwood based Real Estate Management Company seeks a qualified, motivated and experienced Administrative Assistant to assist in overseeing operations of 1 property totaling 35 units consisting of conventional, PBS8, HOME and commercial spaces in New Bedford, MA. We are looking for a bright, energetic individual and enjoys becoming involved in a variety of tasks in a team-based supportive atmosphere.

The primary responsibility of this position is to assist the Assistant Property Manager in all aspects of management for the properties, including recertifications. The ideal candidate should possess impeccable customer service skills, strong communication skills-both verbal and written; marketing skills, and a professional demeanor at all times. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office, and general letter writing is also required.

Bilingual English/Spanish highly desired but not required.

Prior property management experience is preferred but not required and the ideal candidate would have strong working knowledge of the affordable housing.

APPLY NOW