



**Job Title: Administrative Assistant**

**Location: Wamsutta Preservation New Bedford, MA 02740**

**Hours: Full-time**

**Job Description:**

Norwood based Real Estate Management Company seeks a qualified, motivated and experienced Administrative Assistant to assist in overseeing operations of 5 properties totaling 214 units property consisting of Tax Credit, conventional, and commercial space in New Bedford, MA. We are looking for a bright, energetic individual who enjoys becoming involved in a variety of tasks in a team-based supportive atmosphere.

The primary responsibility of this position is to assist the 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.

Prior property management experience is preferred, and the ideal candidate would have strong working knowledge of the Low Income Housing Credit (LIHTC) program.

Minimum of Associates Degree or applicable work experience is required.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

**If you are interested in applying or know someone to refer for the position please fax or e-mail resume to Elizabeth DeSousa at (508) 984-5080 or [edesousa@hallkeen.com](mailto:edesousa@hallkeen.com)**