

HK||HallKeen Management

Job Title: Administrative Assistant

Location: Willow Trace Apartments Plainville, MA 02762

Hours: Temporary Part Time 25 hours per week

Rate of Pay: \$18 - \$20 per hour

Job Description:

HallKeen Management Company is seeking a Temporary Part-Time Administrative Assistant to support the Property Manager at Willow Trace Apartments in Plainville, MA. The Administrative Assistant provides prompt and efficient administrative support to the Property Management office and assists with day-to-day property operations and resident needs.

Responsibilities include but are not limited to:

- Greet residents, applicants, visitors, and members of the public
- Answer incoming telephone calls and assist with general inquiries
- Provide administrative support to the Property Manager
- Assist with marketing and leasing activities
- Process and track work orders
- Assist with daily rent collection and related administrative tasks
- Handle incoming mail and correspondence
- Maintain organized property files and records
- Perform other general administrative duties as needed

Qualifications:

The ideal candidate will be organized, detail-oriented, and able to prioritize multiple tasks in a busy office environment. Candidates should possess effective written and verbal communication skills, excellent customer service skills, and a professional demeanor.

Proficiency in Microsoft Word, Excel, email, and internet-based applications is required. Prior experience in property management, affordable housing, administrative support, or accounting is a plus.

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