

HALLKEEN MANAGEMENT

Job Title: Administrative Assistant

Location: Amy Lowell Apartments - Boston, MA 02114

Hours: Full Time

Job Description:

HallKeen Management Company is looking for a Full Time - 40 hour per week – Administrative Assistant for a property in the Boston Area. The role entails assisting and supporting the Property Manager while providing prompt and efficient administrative TEAM support to the Property Management office. This individual will be the first face for residents and guests to represent HallKeen Management; superb customer-service a must. We are looking for a bright, energetic individual who enjoys becoming involved in a variety of tasks in a team-based supportive atmosphere.

Responsibilities:

- Front-Line Office – resident interaction
- Tracking work orders – Input and Completion
- Invoicing – work-up and input to OSA
- Eversource utility – monthly tracking
- Vendor Certificates of Insurance/Workman’s Comp tracking
- Waitlist Management
 - Distribute applications
 - In-take new applications
 - Track the waitlist through OneSite
 - Top 5 Outreach
 - Interview applicants
 - Annual (bi-annual) update
- Assist with Resident Annual Recertifications
 - Annual interviews
- Resident filing
- Assist with Annual Apartment Inspections
 - Follow-up with workorders from inspections
- Package acceptance
- Marketing tasks – responding/tracking Rent.com and Apartment.com
- Marketing Tours

Qualifications:

Candidate must be organized; adept in Technology, possess strong effective written and oral communication skills; ability to plan strategically; detail oriented; be able to perform and prioritize multiple projects; excellent customer service skills and a professional demeanor. Must be proficient in Word, Excel, Publisher Outlook, Social Media. Prior experiences in the property management or marketing field and bi-lingual a plus.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 617-227-6032 or PLane@hallkeen.com