

HALLKEEN MANAGEMENT

Job Title: **Administrative Assistant**

Location: **Westfield, MA 01085**

Hours: **Part-time (24 hours per week)**

Job Description:

HallKeen is seeking a qualified, motivated and experienced Administrative Assistant to assist in overseeing operations of a 107 unit apartment community, located in Westfield, MA. The ideal candidate will possess outstanding customer service skills, have experience in housing and enjoy becoming involved in a variety of tasks in a team-based supportive atmosphere. Part-time (24 hours per week)

The primary responsibility of this position is to assist the Property Manager in all aspects of management for the 62 PBS8 and one market unit. The ideal candidate should possess strong communication skills, both verbal and written, as well as excellent marketing skills and demonstrate a professional demeanor at all times. Attention to detail and ability to work independently on assignments is necessary. Must be proficient in MS Office, particularly word; and general letter writing is also required. The ideal candidate should have experience in the property management field including Project Based Section 8, HUD policies and procedures, and knowledge of subsidized housing programs.

If you are interested in applying or know someone to refer for the position please fax or e-mail resume 413-568-1294 or jbennett@hallkeen.com