

HALLKEEN MANAGEMENT

Job Title: **Administrative Assistant/Activity Coordinator**

Location: **Danbury, CT**

Hours: **Part-Time 20 Hours**

Description:

HallKeen Management Company is looking for a PT Administrative Assistant/Activity Coordinator. This position assists and supports the Property Manager and provides prompt and efficient administrative support for the Property Management office.

Responsibilities:

Includes but are not limited to:

Answering telephones & greeting of visitors

Processing invoices

Processing work orders

Implements daily rent collection

Assists in maintaining the waiting list

Purchasing of office supplies

Handle Incoming mail and correspondence

Provide Administrative support for activities related to annual recertification and marketing/leasing of apartments.

Performs general administrative duties

Creates monthly newsletter

Organize activities and events for the residents

Qualifications:

Candidate must be organized; detail oriented; be able to perform and prioritize multiple projects; should have effective written and oral communication skills; excellent customer service skills and a professional demeanor. Must be proficient in Word, Excel and have the ability to use email and internet. Prior experience in the property management field, Onsite experience and bilingual a plus.

If you are interested in applying or know someone to refer for the position please e-mail resume to thernandez@hallkeen.com