



A residential senior apartment community, Keystone Apartments located in Dorchester, MA is looking for an experienced Full-Time Administrative Assistant. Come join our friendly office team and enjoy our beautiful community. The job responsibilities are:

- Prepare and coordinate the executed lease and verify that all documents are in order with necessary signatures and/or authorizations.
- Set up process and maintain new tenant files in accordance with property filing system.
- Maintain applicant waiting list.
- Assist Manager by preparing all invoices for tenants for miscellaneous charges and/or damages.
- Open Mail and process all bills for payment according to established procedures, including coding of check requests and submit to Property Manager for approval.
- Answer office telephone. Open and sort daily mail. Upkeep of demographic records. Update any unit lists annually, and assist in the monthly newsletter. Greet applicants and residents and respond to inquiries.
- Process maintenance service requests from residents. Input work orders into the property management software completely and accurately, according to established systems.
- Keep key cabinet and key system of all security doors, apartment doors, and utility areas in good order and up to date.
- Overall responsibility to ensure proper and accurate information is entered into Property Management Software.
- Maintain accurate records on vacancy and turnover of subsidized units. Fill vacancies from waiting lists and/or according to approved guidelines.
- Complete annual and interim recertifications by processing third-party verification of income, assets and allowances
- Knowledge and understanding of HUD Handbook 4350.3 Rev. 1 Change 4
- Post rent check and deposits.

Education and Experience:

- Business applications – knowledgeable and skilled in Microsoft Office
- Some Property Management experience desirable 1-2 years
- Knowledge of OneSite Affordable a plus

We offer a competitive salary, benefits and a 401K package. Interested applicants should submit resume and salary requirements to sdelfeld@cjmanagement.com.