

## **Administrative Assistant**

Part- time or full-time

Location: Hopkinton, MA

General office tasks such as copying, filing, scanning, and assisting with special projects. Great opportunity to learn recertifications and affordable housing management. Barkan Management Company manages over 25,000 units in a diverse portfolio in New England and the East Coast. We offer competitive salary, comprehensive benefits package including health, dental, vision, life insurance, long & short term disability, paid vacations, a 401K match and excellent opportunities for advancement. We are an equal opportunity employer.

Please note that job offers are contingent upon passing a background check and drug test. Forward resume to [jobposting548@gmail.com](mailto:jobposting548@gmail.com)