



## Accounting Department: Administrative Assistant

*(Corporate Office, Braintree, MA)*

### About Our Award-Winning Company:

Peabody Properties, Inc. (PPI) is a full-service real estate company with a tradition of success. Committed to maintaining communities and relationships for four decades, we are your trusted partner specializing in residential and condominium management, marketing and leasing, construction management, capital improvement, relocation, assisted and supportive living services and real estate brokerage. ***Peabody Properties is an Equal Opportunity Employer.***

### Our Vision and Mission:

Our Vision is our motto, *"We put the HOME in housing"*. Our mission is to deliver exemplary service through F – I – S – H. **(F) Fiscal** responsibility to our clients; **(I) Integrity** in all aspects of our business practices; **(S) Stability** of 40 years of meeting our clients' business needs; **(H) Humility** in our business relationships with clients and residents and a commitment to always listen.

### Our Core Values:

- Respect is key in all aspects of employee, resident, owner and client relationships and communication.
- Each resident deserves professional and responsive service.
- The workplace is place for employees to learn, grow, excel, enjoy and collaborate to meet the mission of Peabody Properties.
- Each client can expect exceptional service and proactive employee response.
- The company has a social commitment to strengthen its connection to the communities in which we serve.
- We embrace diversity, creative thinking and new ideas while striving to create a spirit of teamwork and cooperation in all that we do.

### **About The Job:**

The Administrative Assistant role is to provide prompt and efficient administrative and secretarial support for all senior/management level staff within the Accounting Department

This position is also available to provide support and assistance as needed to other departments, such as Operations as well as periodic coverage for the Front Reception Desk and office staff.

### **Position Responsibilities:**

- Submits annual reports, tax returns and extensions in timely manner to meet deadlines
- Maintain checkbooks for general partner accounts
- Primary contact with banking institutes regarding opening and closing accounts as well as general maintenance.
- Accurately and proficiently types memos, letters, budget, reports, corporate listings and agreements as necessary
- Edits correspondence to assure best possible output
- Acts as backup Receptionist when necessary
- Assists other secretarial staff in ongoing maintenance of file system, including yearly elimination of impertinent data from central files for storage
- Schedules seminars, appointments; department luncheons

### **Education and Experience:**

Requires High School Diploma or GED with a minimum of 3-4 years business experience providing clerical and administrative support. Also, proficiency with Microsoft Word and Excel. Experience in Accounting and/or Finance preferred.

### **Compensation and Benefits:**

Peabody Properties, Inc. offers competitive pay along with a rich benefits package that includes, but is not limited to, medical, dental, 401(k), Roth IRA, STD, life insurance, Employee Assistant Programs (EAP), paid time off, paid holidays, paid training, tuition reimbursement, wellness programs, employee referral bonuses, and flex spending.

### **EEO Statement:**

Peabody Properties, Inc. is an Equal Opportunity Employer and is committed to workforce diversity. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, gender

identity, sexual orientation and other legally protected characteristics. If you require a reasonable accommodation because of a disability for any part of the employment process, please e-mail our Company Recruiter and let us know the nature of your request and your contact information. Smoke-free workplace. Drug-free work environment.

### **How To Apply:**

Please submit your resume, along with a cover letter stating salary expectations, via e-mail to Michelle Frederick (Company Recruiter) at [mfrederick@peabodyproperties.com](mailto:mfrederick@peabodyproperties.com), or via FAX at (617) 663-6383. Submissions may also be sent by mail to: Peabody Properties, Inc., Attn: Michelle Frederick, 536 Granite Street, Braintree, MA 02184.

**Company Website:** <http://www.peabodyproperties.com/>

### **Social Media:**

YouTube: <https://www.youtube.com/user/peabodyprop/>

Facebook: <https://www.facebook.com/PeabodyProperties/>

Twitter: <https://twitter.com/peabodyprop>

LinkedIn: <https://www.linkedin.com/company/peabody-properties-inc->

