



APT Management Inc.

APT Management, Inc., a Real Estate Property Management Company has part time Administrative Assistant/Leasing Professional in the Marlborough area.

APT Management, Inc. has a part time position (flexible 16-24 hours per week) at a moderate and low income apartment community West of Boston. Ideal candidate will have a minimum of 1-2 years of administrative and/or leasing experience.

Job duties include but are not limited to the following: assisting the property manager in overseeing day to day activities, processing accounts payable/receivable, enter and complete work requests, active management of the waitlist, interacting with residents, prospective residents, maintenance and outside contractors.

Knowledge of One-Site and basic accounting principles a plus. Knowledge of Microsoft Word/Excel experience required. Must have valid driver's license, required auto insurance. Must be willing to travel locally.

Benefits include accrued vacation, sick, and company paid holidays.

For consideration, please send resume with salary requirements to: smazzocchi@ptfin.com

No phone calls/No Agencies please.

Equal Opportunity Employer