

New Orchard Hills, an affordable property in Marlborough, Mass., has an immediate opening for an **Administrative Assistant**.

The individual will report directly to the Property Manager.

He or she will answer phones and greet visitors, provide proper forms, answer general questions and, when necessary, direct visitors to the appropriate staff person. The successful candidate will also keep files in order and prepare correspondence and forms. He or she could be asked to help with marketing materials, leasing, and more, as directed by the Property Manager.

Send resume and cover letter to Property Manager Breyone Evans,
bevans@trinitymanagementcompany.com