

Algonquin Heights Associates

Algonquin Heights Associates is a 200 unit multi-family housing complex ¼ mile off of Route 3, Exit 6 in Plymouth, MA. We offer our employees a competitive salary and benefits package that includes a 401(k) plan, medical and dental insurance, life insurance, profit sharing paid sick time, paid company holidays and paid vacation. EOE.

JOB DESCRIPTION: DATA ENTRY OPERATOR/FILE CLERK

Full-time Data Entry Operator/File Clerk needed for large multi-family Assisted Housing apartment complex in Plymouth. Duties include, but not limited to, entering work orders, parts, inventory, and invoices into MicroMain maintenance software; filing; and some answering of phones. This position will report to the Maintenance Superintendent and Property Manager. Strong working knowledge in MicroSoft Office and strong organizational skills required. Maintenance/construction administration a plus. Experience with MicroMain a plus.

Interested candidates should please send your cover letter and resume to Kellie Howard, Assistant Property Manager at khoward@algonquinheights.com