

Maintenance Administrative Assistant – Boston, MA

Full-time **Maintenance Administrative Assistant** wanted for **Orchard Gardens** in Roxbury near Dudley Square, which includes 331 apartments in townhomes and in the rehabilitated Dearborn School. There is also a community garden, a playground, a community room, and other amenities. The Maintenance Administrative Assistant will greet visitors, answer phones, enter work orders, distribute mail, and assist maintenance personnel in general. Hours are Monday through Friday, 8 a.m. to 4:30 p.m. Call Property Manager Sharon Russell-Mack for more information, 617-455-7881, or email her at srussellmack@trinitymanagementcompany.com