



Job Title: Administrative Assistant

Location: Neptune Towers Lynn, MA 01905

Hours: Full Time - 40 Hours

Job Description:

HallKeen Management is seeking a full time, 40 hours per week Administrative Assistant for a 334-unit affordable housing community located in Lynn, MA. Responsibilities in this fast-paced environment will include, but are not limited to, answering phones, greeting visitors, filing, copying, preparing deposits, invoice processing, compiling and sending correspondence, mail sorting, processing service requests, general office organization and providing support to management staff. Previous administrative experience in property management and Section 8 housing is a plus. Excellent customer service, superior attention to detail and strong MS Office computer skills are required.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit.

If you are interested in applying or know someone to refer for the position please e-mail your resume to ntaresumes@gmail.com