

Tax Credit Experienced PT Office Assistant- (Everett, MA)

A 74 unit residential apartment community is seeking a part-time Administrative Assistant for 28 hours during the week. Must have previous experience working in Low Income or Income based certifications.

Responsibilities include:

- Customer service functions to existing residents, prospective residents and the general public.
- Collecting Rents
- Processing invoices
- LIHTC file processing and annual re-certifications
- Renewing leases
- Effective fulfillment of all related administrative requirements.

Qualifications/Requirements:

- Tax Credit experience; LIHTC certified a bonus
- Must be able to work independently
- Must have STRONG organizational and administrative skills.
- Be a real go getter with ability to multitask and meet deadlines.
- Enjoy dealing with a variety of people and personality types.
- Must have intermediate level of Microsoft Office Package (word & excel).
- Have a positive attitude and enjoy the challenge of learning new systems
- Own Vehicle and valid driver's license and live within ½ hr of Everett including traffic.
- Be flexible working 28 hours per week, (Monday-Friday)

This is a great opportunity for someone looking to work reduced hours in the property management industry and have a great long term career with a great company. This is a part time position; no benefits.

Anticipated Work Schedule:

Monday -- Friday 9am-2pm (28hours weekly)

We are a Drug Free Workplace and Equal Opportunity Employer.
No phone calls please.

Please submit resume and cover letter with salary requirements to:

mormond@wincco.com