



## **ADMINISTRATIVE ASSISTANT**

**Job Title:** Administrative Assistant Part-Time

**Department:** Apartments

**Reports To:** Property Manager

**FLSA Status:** Non-Exempt

**Location:** Primarily Drexel Hill, PA

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**Summary:** The McKee Group, a family-owned real estate, property management, building and development firm, is seeking a Part Time Administrative Assistant for the Management and Leasing Office of two dynamic apartment communities in Drexel Hill and Upper Darby, PA. We are looking for someone who loves people and is capable of handling a high traffic, high call volume environment. This job would be ideal for someone interested in learning about real estate or property management. Schedule can be negotiated.

### **Essential Duties and Responsibilities Include:**

- Answering phones and returning messages.
- Routing messages to management, leasing, and maintenance team members.
- Scheduling appointments.
- Filing paperwork.
- Delivering resident notices.
- Creating and distributing flyers.
- Managing exterminator logs and inspection logs.
- Checking interoffice mail and US Mail.
- Greeting residents and prospective tenants.
- Following up with prospects that did not close.
- Orienting new residents with the community.
- Demonstrating community and apartment knowledge.
- Accepting rent payments.
- Providing administrative support in a variety of functions.
- Assisting the Property Manager and Office Administrator as needed.

**Supervisory Responsibilities:** None

### **Education and/or Experience:**

- High school diploma or GED
- Demonstrated ability to work with people and promote teamwork.

### **Computer Skills:**

- General computer skills required
- Proficiency in MS Office Suite required

[www.mckeegroup.net](http://www.mckeegroup.net)

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**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily conducted in an office, where sitting for long periods of time is essential. The noise level in the office environment is typically quiet.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Equal Employment Opportunity:**

It is the policy of the Company to provide equal opportunity in employment and to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, ancestry, disability, military status, marital status, or any other legally-protected class, trait, or characteristic.

If you are interested in applying for this position, please respond to this posting with your resume.