

**Administrative Assistant/Leasing Consultant
Worcester, MA 01602**

Industry leader, Related Management, has a great career opportunity for an outstanding Administrative Assistant/Leasing Consultant at our 404 unit residential site located in Worcester, MA.

This qualified applicant must have strong leasing and Section 8 application processing experience. Under the direction of the Property Manager, responsibilities will include:

- Leasing activities
- Application processing
- Assistance in the completion of annual recertification's
- Administrative duties (Answering phones, filing, faxing, etc.)
- Provide administrative support
- Special projects as assigned

Job Qualifications/Requirements:

- Attention to critical details, problem solving and organization are essential to the team and this position
- Must be organized and have the ability to handle high-volume of work in timely manner
- Superior customer service skills
- Public Housing experience a plus
- Ability to answer multiple phone lines and transfer lines accordingly
- Ability to manage multiple and complex operational matters on a daily basis
- Strong time management, follow-up
- Highly motivated service-oriented self starter
- Efficient knowledge of Word & Excel

RATE OF PAY: \$14.42 - \$16.83 per hour (+Annual Bonus Potential)

SCHEDULE: Monday – Friday (8:30 am – 5:00 pm)

For 40 years as an employer of choice and an owner manager of over 90% of our portfolio, Related offers a generous benefit package; technology that puts us ahead of the competition; and training and support systems that are unmatched. We deliver an exceptional level of respect-based customer service, a commitment to sustainable practices, including the largest smoke free residential initiative in the industry; and a focus on value enhancement that are unparalleled.. We have a growing portfolio of real estate assets which are located in over 15 states. This makes us one of the largest and most diversified privately owned property management firms in the United States.

Related Management has set an exceptional performance benchmark for the responsive and professional management of both affordable and market rate communities. Our philosophy of management is anchored in the respect we have for the needs of our employees, our residents and our investors. We realize that to meet the needs of any of these we must address the needs of all three.

Equal Opportunity Employer.