



Job Title: Administrative Assistant Property Management
Reports To: Senior Community Manager

Overview of Position:

The Administrative Assistant facilitates the efficient operation of the Property Management team by performing a variety of clerical and administrative tasks. The Administrative Assistant is based at the rental office(s) of CBI housing communities.

Supervisory Responsibilities:

- None.

Essential Duties and Responsibilities:

- Answers, returns, and transfers phone calls of assigned community properties in compliance with Low Income Housing Tax Credits (LIHTC), special housing programs, lease administration, and social service programs.
- Welcomes and directs current residents, potential residents, and vendors.
- Maintains filing systems as assigned.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Mail notices and letters, as assigned.
- Performs other related duties as assigned.

General Duties and Responsibilities:

- Maintain files in an organized, neat, and readily accessible format.
- Compliance and understanding of Fair Housing Laws.
- Perform all duties and responsibilities following company policies regarding employee conduct and performance of job responsibilities.
- Model the Mission, Vision, and Values of CBI through action and communication with all CBI staff, current and future community residents, business associations, and the public.

Required Skills and Abilities:

- Ability to communicate effectively with strong human relations skills electronically and in person with a variety of people, including but not limited to, residents, peers, and supervisors.
- Experience and understanding of Microsoft Office Suite.
- Strong analytical and problem-solving skills.
- Strong organizational and time management skills.
- Ability to prioritize, coordinate, and organize projects to timely meet required deadlines.
- Ability to exercise good judgment and self-control.

Education and Experience:

- High school diploma or equivalent required.
- Three to five years of experience in an administrative role.

Physical Requirements:

- Specific vision abilities required by this job include close vision and distance vision.
- Regularly required to use hands, fingers, arms, legs, and feet to handle or feel objects, tools, equipment and talk and hear.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

This job description should not be considered as a detailed description of all the work requirements of the position and is subject to change based on the needs of the organization.

Salary: \$14.00 - \$16.00 per hour; 37.5 hr work week M-Th 8:00am – 4:30pm, F 8:00am – 3:00pm.

Benefits:

- Paid Leave – 4 personal days, 10 vacation days, and 14 holidays
- Health Insurance – Medical, Dental, and Vision
- Retirement SEP-IRA
- The ability to do meaningful work with a supportive team atmosphere.