

Job Posting

September 3, 2019

POSITION

Administrative Assistant

EMPLOYMENT TYPE

Regular FT – 35 hours/week

REPORTS TO

Vice President, Housing

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position is responsible for assisting in the administrative tasks of a lively and dynamic, community based affordable housing office. This office is responsible for the development, marketing, and property management of affordable housing units across NYC. This position works directly with the Senior Leadership team and ensures smooth office operations as well as:

- Assist Vice President in daily tasks
- Prepare and process payable requests
- Manage relationships with suppliers, vendors and contractors
- Order office supplies and place service calls for office equipment
- Sort mail and open correspondence for Vice President; forward/deliver mail to other departments when necessary
- Manage Housing department's office utility accounts
- Copy, file and scan documents
- Answer and direct Vice President's phone calls
- Supervise the receptionists and cover front desk when necessary
- Ensure office is running smoothly on a daily basis to maximize efficiency
- Adjust thermostats throughout the office/ make sure equipment and phones are operating/ keep kitchen clean and stocked
- Coordinate agency staff meetings and team building activities
- Coordinate compliance activities for the Housing Department and RiseBoro affiliates
- Review hiring packets for Housing new hires
- Conduct phone interviews and reference checks for potential new hires
- Complete and/ or review Performance Action Forms via *Paycom*
- Record/ address tenant complaints when necessary
- Manage petty cash and submit staff reimbursements
- Other duties as assigned

COMPETENCIES

- Combination of education and experience equivalent to three years of work experience for the duties listed above
- Bilingual English/ Spanish preferred
- Dynamic, able to multi-task and work independently
- Must be able to handle multiple calls and visitors in a courteous and professional manner
- Yardi experience preferred



EDUCATION EXPERIENCE

Bachelors Degree

SUBMIT RESUME TO

Bianca Fernandez

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