

## Job Posting

### POSITION

Office Manager

### EMPLOYMENT TYPE

Regular FT – 35 hours/week

### SALARY

\$25.27

### 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, in addition to the provision of supportive services throughout the portfolio. This position works directly with the Senior Leadership team and will provide assistance and administrative support to the Housing Division operations, including overall supervision of the reception area, purchasing of office supplies and equipment and coordination of staff welcome and exit activities. Specific responsibilities include:

#### **Administrative:**

- Assist Vice President in daily tasks;
- Answer and direct Vice President's phone calls;
- Manage and coordinate the payments for vendor accounts including utilities, telephone, office supplies, maintenance, etc.;
- Manage relationships with suppliers, vendors and contractors;
- Maintain office supplies inventory properly stocked;
- Sort mail and open correspondence for Vice President; forward/deliver mail to other departments when necessary;
- Copy, file and scan documents;
- Ensure office is running smoothly on a daily basis to maximize efficiency;
- Coordinate staff meetings, events and team building activities;
- Coordinate compliance activities for the Housing Department and RiseBoro affiliates;
- Provide suggestions and insight on how to improve on, or develop new initiatives and campaigns to foster growth within the Housing Division;
- Troubleshoot and implement innovative solutions to administrative issues as they arise;
- Record/address tenant complaints when necessary;
- Manage petty cash and submit staff reimbursements;
- Complete additional administrative tasks as assigned;

#### **Building Operations:**

- Oversee the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image;
- Supervise Reception Desk and maintain schedule changes;
- Assist with the supervision of the maintenance and alteration of office areas and equipment, as well as layout and arrangement of office facilities;
- Supervise the maintenance of office equipment, including phones, copier, fax machines, scanning capabilities, etc.;
- Responsible for the Housing Office's day-to-day operations, such as building and office access keys and security access;

- Ensure that basic facilities, such as heating and cooling systems, bathrooms and kitchens are well maintained.

## **Human Resources:**

- Assist with recruitment and hiring of all Housing Division's staff in compliance with the organization's contractual and other regulatory agencies policies and procedures, including but not limited to:
  - Submission of job requisition
  - Coordination of applicant screening and interview arrangement
  - Coordination of employment offers as approved by division VP or designee
  - Submission of applicable hiring documents to HR
- Act as point person for communications between HR and divisional staff;
- Involvement in development and continued update of the HRIS;
- Participate in job fairs;
- Periodically auditing of database to ensure accuracy; report all data discrepancies to HR department;
- Initiate timely submission of employee changes via PAFs in accordance to program needs and budgetary considerations;
- Work closely with unit directors, managers and supervisors for proper completion of performance evaluations;
- Schedule trainings for division, as necessary;
- Oversee task management in our HRIS;
- Work with HR to coordinate staff meetings, open enrollment and information sessions for employee benefits;
- Assist with coordination of leaves as well as the benefit claim process including paid family leave, short-term disability and workers compensation;
- Maintains confidentiality at all times.

## **COMPETENCIES**

- Combination of education and experience equivalent to three years of work experience for the duties listed above;
- Bilingual English/ Spanish preferred
- Excellent verbal and written communications skills;
- Dynamic, able to multi-task and work independently;
- Detail oriented;
- Must be able to handle multiple calls and visitors in a courteous and professional manner;
- Highly proficient in Microsoft Office products;
- Experienced in a fast-paced environment;
- Yardi experience preferred.

## **EDUCATION EXPERIENCE**

Bachelor's Degree preferred  
High School Diploma required

## **SUBMIT RESUME TO:**

Emily Kurtz at [ekurtz@riseboro.org](mailto:ekurtz@riseboro.org)

Please include "Office Manager Position" in the subject line.