

Administrative Assistant

Dept/Div: *Management*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult administrative work including high level administrative functions and processes; providing administrative support to the Director of Management, and related work as apparent or assigned. Work is performed under the general direction of the Director of Management. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

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

Essential Functions

Performs a variety of executive support task that are highly confidential and sensitive; maintains calendars and schedules for the Director of Management and Board and screens incoming calls and visitors.

Reads and screens incoming correspondence and reports, handles some matters personally and forwards appropriate materials to the Director of Management and administration staff.

Prepares agenda and collects materials for Board meetings, advertises publication of public notices to the local newspapers, and takes notes as required.

Composes letters and memos for the Director of Management.

Schedules meetings with residents and applicants with the Director of Management.

Compiles and maintains records, statistical information and reports.

Quality control checks of tenant files

Relay important tasks to Managers and Assistant Manager's

Prepare, maintain and track Repayment Agreements

Knowledge, Skills and Abilities

Comprehensive knowledge and understanding of the policies, procedures and activities of the departments; thorough knowledge of the responsibilities of individuals supervised to ensure accurate, safe and efficient completion of assignments; thorough knowledge of the various regulations related to the activities of the departments; knows how to keep abreast of any changes in policy, methods, computer processes, equipment needs, etc. as they pertain to departmental operations; thorough knowledge in the proper organization and maintenance of records and files; ability to use independent judgment and discretion in supervising activities of the department, and in handling difficult situations; ability to write, explain, analyze and review reports; skill in making disciplinary decisions concerning incident reports and performance; ability to establish and maintain effective working relationships with associates, subordinates, supervisors, residents and the public; ability to make decisions based on knowledge and experience with little input from supervisor or senior management; ability to instruct others through explanation, demonstration and supervised practice.

Education and Experience

High school diploma or GED and considerable experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires standing, sitting and speaking or hearing and occasionally requires walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

Administrative Assistant

Special Requirements

Notary Public designation within 2 years of hire.
Valid driver's license in the State of New Jersey.
PHM and RAD PBV certification preferred