



JOB TITLE: Administrative Assistant  
REPORTS TO: Community Property Manager

### **PRIMARY RESPONSIBILITY**

Responsible for assisting both the Community Property Manager and the Assistant Property Manager to effectively manage the community, and support the Assistant Manager when the Community Property Manager is in his/her absence.

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

- ✓ Maintains/update accurate resident records at the clerk station.
- ✓ Provide waitlist information/procedure to prospects
- ✓ Collaborates with Assistant Manager to manage the waitlist records.
- ✓ Deliver notices for Community Property Manager and/or Assistant Property Manager.
- ✓ Monitors building security with LobbyGuard and surveillance camera systems – for sign-in/sign-out guests.
- ✓ Assists/ greets visitors, vendors and residents.
- ✓ Answers/Directs/Screens phone calls to appropriate staffs.
- ✓ Accepts/Issues rental payment and receipts.
- ✓ Generates work orders/schedule mgmt. appointment for residents
- ✓ Maintain general office/common areas cleanliness and professional space
- ✓ Perform general clerical duties requested by Community Property Manager and/or Assistant Property Manager.
- ✓ Performs all other tasks assigned.

### **REQUIREMENTS/PREFERENCES**

- ✓ Ability to prioritize tasks, calls, situations
- ✓ Ability to utilize Microsoft products
- ✓ Ability to remain calm and professional in stressful situations
- ✓ Ability to problem solve basic resident questions/issues
- ✓ Ability to perform strong organizing skills for files/invoices/folders/supplies
- ✓ Ability to clearly deliver mgmt. messages/policies to residents as needed

1-3 year in the industry or in a position of similar responsibilities is a plus. Bilingual (Spanish) is a plus.

**Please send a resume and cover letter (required) to [charissa.sellers@foundcom.org](mailto:charissa.sellers@foundcom.org) to be considered.**

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the following functions are required

CONSTANTLY: walking or sitting, grasping/gripping, bending/stooping/squatting, finger dexterity, computer input, coordination of hand, eye and foot.

FREQUENTLY: The employee must be able to stand or climb stairs.

OCCASIONALLY: The employee must be able to reach above the shoulder, lift 5-25 pounds and do push/pull motion.

*Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.*