



## Concern Housing Job Description

**Position:** Administrative Assistant

**Location:** Hempstead (Estella)

**Schedule:** Monday – Friday; 8am – 4pm

**Salary:** \$41,600

**Click here to apply:** [https://www.appone.com/MainInfoReq.asp?R\\_ID=6745789](https://www.appone.com/MainInfoReq.asp?R_ID=6745789)

Concern Housing is seeking an Administrative Assistant to be responsible for ensuring the efficient operation of the reception area as well as managing general office and administrative responsibilities of the SP-SRO. The Administrative Assistant is responsible for representing the site in a positive and welcoming manner.

### **Duties and Responsibilities:**

- Oversees the reception area, including answering phones, monitoring security cameras, assisting tenants and guests as needed, etc.
- Addresses A/R for the SP-SRO, in collaboration with the Director, including rent collection/processing, repayment agreements, status change forms, and monthly review with Accounting Dept.
- Collaborates with Property Department regarding maintenance issues and concerns.
- Manages all incoming and outgoing mail.
- Provides oversight of site facilities designated for tenant use, including Fitness Room, Library/Computer Room.
- Maintains office supply inventory; ensures proper operations of all office machines.
- Distributes notices/memos to all tenants as needed.
- Assists with the collection of Laundry Room monies monthly.
- Remains current with all Agency required compliance documents and trainings.
- Performs other tasks as assigned by Director.

**Qualifications:** Minimum High School Diploma with minimum four years administrative experience. Word and Excel required.

***Concern Housing offers a generous benefit package which includes; Medical Insurance (Agency pays 80% of the premium), Affordable Voluntary Dental and Vision Insurance, Flexible Spending Accounts, Agency Sponsored Retirement Plan, Employee Sponsored 403(b) Retirement Plan, Agency Sponsored Life Insurance Coverage and an Excellent Paid Time Off Package. Concern encourages employee growth, offering Educational Assistance and Scholarship Programs, Licensure Reimbursement and Possible Internship/Clinical Supervision. Referral Bonuses are also available!***