

HISPANIC HOUSING DEVELOPMENT CORPORATION – Administrative Assistant

SUMMARY

The **Administrative Assistant** is responsible for providing clerical assistance and general backup to Property Management staff to accomplish all required tasks. In particular, this position is responsible for (a) creating and maintaining a cordial impression appropriate to furthering the image of the company and property, and (b) fielding all telephone calls knowledgeably and efficiently and filling all clerical needs of the property.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- ◆ Screens/Processes/References phone calls, inquiries & voicemail.
- ◆ Processes incoming/outgoing mail, courier items, and faxes.
- ◆ Types correspondence, documents and reports.
- ◆ Opens and distributes mail.
- ◆ Files, keeps record of management files in compliance with HUD regulations.
- ◆ Handles maintenance paperwork (i.e., filing reports, time sheets, schedules, appointments).

MINIMUM QUALIFICATIONS

- ◆ Experience minimum 2 years.
- ◆ Active Leasing License.
- ◆ Bilingual (English/Spanish) desired.
- ◆ Excellent grammar, written and verbal communication skills.
- ◆ Working knowledge of computers and software, such as MS Office Suite
- ◆ Energetic and highly motivated.
- ◆ Appearance compatible with image of property and company.
- ◆ Willingness to work in a team environment and prioritize multiple assignments.
- ◆ Ability to interact effectively with wide range of people.
- ◆ Diplomacy in handling problems of residents.

EOE

Important: Please indicate the position you are applying for in the subject of the fax or email. Include your salary requirements and fax resumes to (312)278-0012, Attn: HR or email to recruiting@hhdevcorp.com.

Principals only -- No Recruiters