

## Department Assistant II (Asset Management – Rental Assistance)

This position performs administrative functions requiring a high degree of skill, initiative and reliability. Must have the ability to rapidly acquire knowledge of the department. Functions include document preparation (developing, assembling, scanning, copying, collating, proofreading); document transmission (scanning, faxing, emailing, mailing, interoffice routing); document retention (scanning/saving, filing, file folder setup, recall – may be electronic/hard copy); correspondence intake (receipt, routing, response – may be electronic/hard copy, verbal/written); contact Directories (development, updates, maintenance); event planning (scheduling, space reservations, meeting setup, other logistics); appointment, site visit schedule coordination; travel arrangements (reservations, cancellations)

Education and Experience Requirements:

Academic Background: High school diploma or GED equivalent required, Bachelor's degree preferred.

Professional Experience: At least 1 year in an administrative support position required. Proficiency in Microsoft Office Suite and word processing required. Typing speed of 50 words per minute required.

Experience with real estate or affordable housing preferred. Familiarity with Section 8 or other rental housing subsidy programs preferred. Familiarity with HDS, Mitas, and/or Yardi preferred.

Training Credentials: N/A

Certifications: N/A

**All candidates must be prepared to provide a writing sample and participate in an office skills test during the interview process.**

Excellent benefits package, including 401 (k); immediate vesting.

To apply submit resume and salary to:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=192090&lang=en\\_US&source=CC2](https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=192090&lang=en_US&source=CC2)

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