

## Department Assistant - Executive

This position is housed within the Asset Management department, which monitors long-term physical, financial, operational, and administrative compliance for IHDA-assisted developments. This particular position is housed within the following group:

**Executive:** Provides broad departmental oversight and establishes strategic direction. Encompasses strategic planning, annual budget development/implementation; intra/inter-departmental collaboration; policies and procedures development/implementation; internal/external training; strategic communications; resource development; partnership cultivation; internal/external engagement; and process improvement.

Responsibilities include handling document preparation, transmission and retention; correspondence; event planning; expense reimbursements; timekeeping; appointment scheduling; accounts receivable and payable; routing incoming and outgoing mail.

### REQUIREMENTS:

*Education:* High school diploma required, Bachelor's degree preferred. Experience may be substituted for education at the discretion of the Asset Management department.

*Experience:* At least 2 years' experience with office administrative work required. Familiarity with affordable housing preferred.

Typing proficiency will be tested and results must be deemed satisfactory at the discretion of the Asset Management department.

Proficiency in Microsoft Office Suite required.

*Training:* General office administrative training as directed.

*Certifications:* Not required.

*Valid Driver's License:* Not required.

*Access to Personal Vehicle:* Not required.

*Frequency of Travel:* Not required.

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

To apply, please submit resume to:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=205197&lang=en\\_US&source=CC2](https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=205197&lang=en_US&source=CC2)

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