

Cruz Management

Who We Are

We are Cruz Companies, one of the oldest and largest, third generation, 100% minority-owned companies in the Northeast, we blend modern practices with traditional values of quality and integrity. Founded in 1948, we develop and construct landmarks, residential, and commercial projects. We do provide quality residential housing management services in the Greater Boston & New Bedford areas. Agencies we serve or work with include but are not limited; Massachusetts Housing Finance Agency (MHFA), Boston Housing Authority (BHA), Boston Metro Housing, Department of Housing and Urban Development (HUD), and private owners. We've also established Cruz C.A.R.E.S., giving back to our communities through scholarships, enrichment programs, and fun outdoor adventures. We are pioneers in progress and strive to elevate the communities where we work.

Administrative Assistant

Boston, MA

Organization Description:

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Cruz Management Company Inc is seeking an Administrative Assistant who is qualified professional, will be responsible for handling daily office operations, support the office team and maintain organized workflows. This position covers a wide range of administrative responsibilities that keep daily operations organized and efficient.

Requirements

Office Operations

- Welcome visitors and provide general office assistance.
- Assisting with project coordination and task completion.
- Maintaining a clean and organized workspace.
- Provides information by answering questions and requests.
- Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Running errands, such as picking up supplies.

Scheduling and Coordination

- Managing calendars, scheduling appointments, and coordinating meetings & training sessions, company event planning, and coordinating social activities including catering & venue booking.
- Coordinate meetings, sending invites and agendas, setting up necessary audio/video equipment.
- Arranging travel and accommodation if needed.

Communication

- Answering phones, taking messages, and directing calls.
- Handling incoming and outgoing mail and faxes.
- Managing company incoming and outgoing emails, directing emails to different departments/employees that may come through the company's main email.
- Handling and sorting mail and faxes daily.

Staff Support:

- Assisting in filing for the Property Management Team especially during busy peaks seasons like inspections and audits.
- Assisting in organizing and storing documents, both physically and digitally for the Property Management Team.
- Typing, copying, scanning, and binding documents.
- Performing basic bookkeeping tasks including receiving, scanning, and posting residents' rental checks in Yardi daily.
- Supports team by performing tasks related to organization and strong communication.
- Perform other related duties and responsibilities as required.

Knowledge, Skills Requirements

- College/High School diploma and/or equivalent professional experience.
- Bilingual in English and Spanish preferred
- Excellent organizational and time management skills; ability to effectively handle multiple, concurrent assignments and activities.
- Computer Skills:
- Proficiency in the use of Microsoft Office products (Excel, Word)
- Strong written & verbal communication skills

- Customer services skills
- Professionalism
- Organization Skills
- Problem Solving
- Attention to detail
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

Equal Employment Opportunity

The facility is committed to the principle of Equal Employment Opportunity for all employees and applicants. It is our policy to ensure that both current and prospective employees are provided equal employment opportunity without consideration of race, religious creed, color, national origin, nationality, ancestry, age, sex, marital status, sexual orientation, or disability in accordance with local, state, and federal laws.

Americans with Disabilities

Applicants as well as employees who are or become disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

This job description is intended to describe the general content and requirements of the job. It is not an all-inclusive statement of duties, responsibilities or requirements and management reserves the right to add or remove duties from jobs to meet company needs. Significant changes to the position will necessitate a new or revised job description.

Employment Type:

Full-Time

Work Schedule:

Monday - Friday; 8am - 4:30pm

Employees at Cruz Companies enjoy these benefits:

- 100% employer paid individual medical insurance plan
- 100% employer paid dental plan
- Vision
- Group Term Life Insurance (100% Employer paid)
- 401K Retirement Plan
- Flexible Spending Account
- Health Reimbursement Program (HRA) - Employer funded
- Involuntary Insurance Benefits - Sun Life, Aflac

- Employee Assistance Program (EAP)
- Free Parking
- Attractive Time-off benefit package
- Paid Holidays

Salary Description

\$50,000 - \$60,000

Interested candidates are encouraged to apply directly using the following link:

<https://recruiting.paylocity.com/recruiting/jobs/Details/3845416/Cruz-Management-Company-Inc/Administrative-Assistant> . For questions, please contact Nicole Massey at nmassey@cruzcompanies.com.