TRINITY MANAGEMENT

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

General Summary

The Administrative Assistant provides clerical support to the property team to ensure overall efficiency and organization of the office.

Major Duties

1. Greets all visitors in a professional and welcoming manner.
2. Maintains an accurate log of all office visitors.
3. Answers all incoming calls. Screens and directs callers to appropriate personnel.
4. Makes outgoing calls and communicates with residents and vendors as required.
5. Gathers mail from designated area, opens and date stamps all incoming mail and routes mail to appropriate personnel/building/department.
6. Puts outgoing mail in mailbox before close of workday.
7. Maintains a high level of organization and confidentiality and files sensitive documents accordingly.
8. Ensures office and resident files are in proper order.
9. Manages overall organization of the office.
10. Serves as the main office point of contact for all IT-related issues.
11. Orders office supplies as needed.
12. Accurately types memos, letters, move-in packages, purchase orders and the like as required.
13. Accepts deposits with resident applications.
14. Collects rents and leaves in location designated by the Property Manager.
15. Receives and processes work orders in Yardi in a timely fashion.
16. Contacts appropriate person in case of any emergency.
17. Handles problems with residents as they arise and informs the Property Manager of resident-related concerns.
18. Assists in processing applications.
19. Assists with recertifications by preparing application packets, scheduling recertification appointments and following up on submission of third-party verification forms.
20. Accurately and quickly processes invoices for approval.
21. Assists with regular maintenance of the property waitlist.

This is a general Job Description for this position. There will be times when the job responsibilities may be modified or additional duties may be assigned.

Initial _____

Supervision Exercised

No supervisory responsibility.

Supervision Received

Responsible to the Property Manager.

Tools and Equipment Used

Multi-line telephone system, computer, Internet, word and math processing programs, various software programs, copy machine, postage machine, fax machine, calculator and scanner.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet to moderately noisy.

Selection Guidelines

Formal application rating of experience and education, oral interview and reference check and job-related tests may be required.

Initial _____

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

_____   _____

Accepted by   (Print)   Date

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Accepted by   (Sign)