

Administrative Assistant

The Caleb Group is a nonprofit affordable housing organization based in Swampscott, MA with communities in Maine, New Hampshire, Massachusetts and Connecticut. We own, manage or partner in the operation of over 2,000 affordable units housing over 4,000 residents. The Caleb Group offers resident services at all our properties to provide our residents with resources they can use to stabilize and thrive.

The Administrative Assistant role will be an integral part of operations for the Saco, Maine site office and is the first point of contact for the property. Duties focus on providing excellent customer service to residents during the course of daily business.

Resume must be included.

Responsibilities:

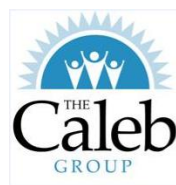
- Support to the property manager
- Greets individuals as they enter the site's offices.
- Answers telephones.
- Processes all incoming and outgoing mail.
- Processes invoices for payment
- Prepares rent deposits
- Maintains site-specific filing systems and upkeep of office equipment.
- Clerical duties, including making copies, faxing, scanning, and digital storage.
- Create purchase orders and close work orders.
- Collects, reviews applications, and maintains the waiting list and related procedures.
- Additional duties as assigned

A qualified candidate must possess the following:

- Ability to multitask in a fast paced environment
- Good oral and written communication skills with accuracy and detail
- Ability to operate general office equipment
- Basic to intermediate knowledge in Microsoft Office
- 3+ years of experience in an office environment

Candidate must possess solid telephone, verbal and written communication skills and have a working knowledge of Microsoft Office. Ideal candidate will have strong organizational and multitasking skills, be able to work independently, prioritize effectively and exercise good judgment. Candidate must be personable, resourceful, proactive and able to treat confidential material appropriately. 3- 5 years' experience in an office environment required. Yardi knowledge and/or Property Management experience a plus.

Submit resume to: HR@thecalebgroup.org



491 Humphrey Street • Swampscott, MA 01907 • 781-595-4665