

Full time receptionist/administrative support position with salary and benefits.

Admin Support for the main office of a non-profit Property Management organization in Providence, RI.

Candidates should have great attention to detail, a positive outlook on their work, and the ability to work as part of a team to get the job done regardless of the challenge.

This candidate will be responsible for several key functions listed below:

- Customer/Client support
- Fielding and directing inbound phone traffic
- Provide support to management

POSITION REQUIREMENTS

- Spanish and English speaking, and written correspondence.
- Accept accountability and possess good judgment and decision making skills; the ability to take initiative
- Strong oral and written communication skills
- Must possess the ability to learn quickly and efficiently
- Friendly and outgoing disposition, Team Player with Initiative and great Interpersonal Relations
- Problem Solver; Independent
- Detail oriented
- Honesty, Integrity, Reliability and Flexibility
- Adhere to policy and procedures
- Time Management skills
 - Ability to learn HUD (Housing and Urban Development) regulations.

A preference in having Property Management is be a plus!

Computer Skills: Microsoft Office - Word, Outlook, Excel, and Access, are a must.

Please email cover letter and resume as a reply to hoel@wdchoc.org