

**Jewish Community Housing for the Elderly (JCHE)  
POSTING DESCRIPTION**

**Position Title:** Office Administrator for Golda Meir House

**Reports To:** Executive Director, Golda Meir House  
Maintenance Supervisor, Golda Meir House

**Summary:**

*The Office Administrator for Golda Meir House (GMH) reports directly to both the Executive Director and the Maintenance Supervisor. S/he has primary responsibility for the maintenance work order system and dispatch for both of JCHE's Newton properties, and other maintenance department support duties. S/he is responsible for general office administrative work for Golda Meir House as assigned by the Executive Director, oversees the front desk tenant volunteers and serves as a resource for residents and visitors. Works collaboratively with Golda staff team in support of smooth operation of the community. Fluency in spoken and written English and Russian required. Position is hourly, 8 a.m.-5:00 p.m., Monday through Friday.*

**Description of Duties and Responsibilities:**

1. Greet and assist visitors and residents.
2. Oversee the front desk organization/operations and volunteers.
3. Answer and process all incoming calls to main number for Golda Meir House.
4. Provide general administrative and office support to Executive Director, including but not limited to photocopying, faxing, scanning, sorting mail, database entry and reporting, reconciling invoices, and budget record keeping, delivering notices, maintaining office supplies and equipment, etc.
5. As Maintenance Dispatcher, receive all incoming calls from residents of both Golda Meir House and Coleman House. Complete computerized work orders for Golda Meir House, maintain the work order database, monitor and report on work order status.
6. Dispatch Maintenance Department emergencies to appropriate staff.
7. Maintain Golda Meir House maintenance office purchase order system; complete paperwork and secure signatures, interface with vendors and contractors to complete the ordering process in a timely manner.
8. Issue Preventive Maintenance (PM) work orders to the Maintenance Staff each morning for completion.
9. Maintain appliance replacement logs and other record keeping as requested by Maintenance Supervisor
10. Assist in annual apartment inspections and REAC, HUD and MHFA inspections as assigned.
11. Issue parking permits and maintain parking permit records as directed by the Maintenance Supervisor.
  
12. Oversee the translation, copying and distribution of notices to Golda Meir House residents related to maintenance/repairs, and other matters as directed.
  
13. Maintain professional appearance of reception desk and lobby area; dress in a professional manner, keep area, materials and notices organized.

14. *Update resident and staff phone lists and emergency contact information in File Maker Pro database and One Call emergency call system in coordination with Assistant Property Manager. Generate updated lists monthly.*
15. *Issue monthly Meal Tickets to residents when payment is received.*
16. *Perform other duties when requested or assigned by the Executive Director and Maintenance Supervisor, and as a team player, pitches in where needed.*

**Qualifications:**

1. *Enjoy working with older adults*
2. *Have excellent interpersonal and pro-active problem-solving skills*
3. *Able to work effectively as part of a team.*
4. *Be welcoming and courteous*
5. *Have professional demeanor and appearance and positive attitude*
6. *Be reliable, dependable, punctual and patient*
7. *Strong organization skills with attention to detail*
8. *Strong Microsoft Office computer skills and database skills*
9. *Proficiency in reading, writing and speaking in both English and Russian languages required*
10. *Preferably have an Associate's degree or equivalent college education*
11. *At least five years work experience with knowledge of administrative systems. Professional office experience helpful, with some knowledge of property management &/or hospitality industry a plus.*
12. *Able to work overtime on occasion as requested by supervisors.*

**Qualified candidates should forward a cover letter and resume with salary requirements by email to [hrjobs@jche.org](mailto:hrjobs@jche.org); by fax to (617) 912-8469, or by mail to Mary Murphy, Human Resources Manager, JCHE, 30 Wallingford Road, Brighton, MA 02135. For further information about JCHE see our website at [www.jche.org](http://www.jche.org). JCHE is an Equal Opportunity Employer.**