



Administrative Assistant – Property Management

Location:
Lawrenceville, NJ

Position Type/Classification:
Full-Time / Exempt

Reporting To:
Property Manager

Compensation/Salary Range:
\$45,000/year

Organization Overview

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/Objective

Everyone needs a safe, secure place to thrive – a place where one can safely sleep. Homes by TLC provides permanent service-enriched affordable housing to the Mercer County Community. The Administrative Assistant – Property Management supports a caring team of individuals who provide on-going support to the community, based on individual needs and goals.

Essential Job Functions/Responsibilities

- Input data (AppFolio) and maintain up-to-date client files
- Organize and maintain property keys
- Compile new tenant move in packets
- Collect rent
- Answer telephones, transfer calls, retrieve and communicate messages
- Create and execute tenant mailings, notices and packets
- Interact positively with clients, volunteers, and visitors
- Perform general administrative duties to include but not limited to: reserving meeting space, ordering food for larger meetings, photocopying, faxing, mailing, and filing
- Review security camera footage
- Ensure and protect agency, employee, and client confidentiality
- Schedule, monitor and update calendars
- Clerical support to the bookkeeper including filing/scanning/file maintenance, other records management
- Copy paid bills, separate checks and mail
- Maintain detailed files for properties including Rent Rolls and files for property expenditures

- Compile and organizing files and documents as needed for yearly audit
- Maintain logbook for incoming bills and outgoing letters

Required Experience and Education

- Associate's Degree
- 5 years' administrative or customer service experience
- Proficiency in Microsoft Office Suite and Google platform

Preferred Experience and Education

- Bilingual fluency Spanish/English
- 2 years property management experience

Physical Demands

This is largely a sedentary role, however, ability to lift files, open filing cabinets, bend and stand are necessary.

Travel

Some local travel may include accompanying or driving clients to events

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or change at any time.

HomeFront, Inc is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.

Employee's Name (printed): _____

Employee's Signature: _____

Date: _____