



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

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

- 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

Job Competencies

- Trauma-Informed Approach
- Adaptability
- Strong Interpersonal skills
- Independent, proactive thinking
- Strong verbal and written communication skills
- Analytical thinking
- Active listening skills
- Collaboration skills

- Strong interpersonal skills
- Attention to detail

Technical Skills

- Proficiency in Microsoft Office Suite and Google platform

Minimum Requirements

- Associate's Degree
- 5 years' administrative experience

Desired Qualifications

- Bilingual fluency Spanish/English

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.

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