

MID-PENINSULA HOUSING JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT
DEPARTMENT: DEVELOPMENT
SUPERVISOR: VICE PRESIDENT REAL ESTATE AND DEVELOPMENT
FLSA: NON- EXEMPT

Summary:

Working under the supervision of the Vice President of Real Estate and Development, the full-time Administrative Assistant oversees and manages all office procedures and other tasks as assigned by the Vice President and or Development Project Manager.

Essential Job Functions:

- Oversee all aspects of development department coordination.
- Prepare, coordinate and distribute board packets for Development Committee meeting.
- Maintain the calendar for Vice President to coordinate work flow and meetings.
- Demonstrate a high level of professionalism in dealing with confidential and sensitive issues.
- Interact with clients, vendors and visitors.
- Perform general clerical duties to include, but not limited to, copying, faxing, mailing individual and bulk.
- Prepare and maintain filing system for new and existing projects.
- File and retrieve organizational documents, records and reports.
- Coordinate and maintain records for development department staff, including weekly department meeting agenda and notes.
- Create and modify documents such as reports, memos, letters using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
- Set up and coordinate meetings.
- Support staff in assigned project-based work.
- Assist and support staff in their collaboration with other departments.
- Schedules appointment and arranges travel schedules and reservations.
- Other duties as assigned.

Knowledge, Skills and Abilities:

1. Computer literate.
2. Good writing, analytical and problem solving skills; willingness to tackle new projects.
3. Knowledge of principles and practices of organization, planning, records management and general administration.
4. Ability to communicate effectively (verbal, written)
5. Proficient in PowerPoint.
6. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines.
7. Ability to follow oral and written instructions.
8. Ability to adapt to changing needs of development department as new projects and tasks arise.

Qualifications:

1. At least three (3) years experience in general office responsibilities and procedures.
2. Must be computer literate.
3. Knowledge of principles and practices of basic office management and organization.
4. Ability to work well either alone or as part of a team.