The **Administrative Assistant** under the direct supervision of the Assistant Director of Property Operations performs administrative services for the Property Management Department with over 35 staff which manages 62 buildings and over 1000 apartments.

**Responsibilities:**
- **Administrative**
  - Provide overall administrative and clerical support to the Property Management Department.
  - Opening, sorting and processing of all Property Management mail, work-orders and timecards.
  - Monitor incoming calls and voice mail messages for the Asst. Director of Property Operations and direct the inquiries accordingly.
  - Record and distribute minutes of Property Management Staff meetings.
  - Compose correspondence and memoranda.
  - Keep inventory of and replenish all office supplies.
  - Monitor the Performance Reviews to ensure timely submission.
  - Develop with the Asst. Director of Property Operations a curriculum for the participation of all maintenance staff in courses and workshops designed to improve their skills internally and externally for plumbing, electrical, heating systems, maintenance and repair.
  - Ensures that department files are maintained in accordance with company policies and procedures; reviews requests for information and determines the appropriateness of release.
  - Maintain complete confidentiality of sensitive issues addressed within the department.
  - Maintain department petty cash and metro cards. Submit reconciliation report timely
  - Record Monthly activity in month-end spreadsheet
  - Maintain monthly financial reports received from Fiscal and distribute accordingly
  - Take independent action on handling requests; determines the appropriate course of action, intervene where necessary, and acts as a liaison between departments.
  - Schedule internal and external meetings, interviews, and conference calls; greet visitors Present a positive and enthusiastic demeanor.
  - Serve as a “team player” and assist undertake special tasks and projects, as deemed necessary by the Managing Director of Asset and Property Management and the Director of Property Management.

**Qualifications**
1. Associates Degree or High School Diploma with 4+ years of administrative/secretarial experience.
2. Excellent oral and written communication skills, computer expertise (Word, Excel, and real estate software- OneSite preferred, but not required).
3. Ability to work on several projects simultaneously and independently.

If interested, please send resume and cover letter indicating salary requirements to:
   Email: housingjobs@stnicksalliance.org

**St. Nicks Alliance and its affiliates are Equal Opportunity Employers**

St. Nicks Alliance is a 45 year old not-for-profit community organization focusing primarily on the neighborhoods in North Brooklyn. Its programs impact more than 10,000 residents annually in the areas of: Housing development and management; Tenant assistance; Workforce Development; Youth and Education; Economic Development and Healthcare.