



Position title: Property Management Administrative Support Specialist

Reports to: Director of Property Management

Classification: Non-Exempt

Job Summary:

The Property Management Administrative Support Specialist is a part time position. The position will support the Director of Property Management. Primary tasks include but not limited to setting up and maintaining verifications and letters in the housing software, coverage for absent team members, and assisting the Director as needed.

Essential Functions:

- Coverage for absent team members.
- Assists Program Director with tracking vacancies.
- Signs staff up for training when necessary and maintain department training log.
- Assists with monitoring prep and follow up.
- Provides MRI Software Staff support as needed and set up verification/letters in software.
- Reviews Hunter North security reports and track billing.
- Assists with year-end reports.
- Assists Director as needed.

Competencies:

- **Accountability:** Readily accepts own role in the outcome of a situation whether positive or negative.
- **Independence:** Ability to work autonomously and produce effective and efficient results without needing abundant direction from others.
- **Written Communication:** Ability to clearly convey messages, ideas and expectations through the effective use of written correspondence (letters, email, etc.)
- **Trustworthy:** Proven reliable individual who can be counted on to do what they say they will do.
- **Detail Orientation:** Produces high quality work with few errors by being aware of and paying attention to the many pieces that make up the "whole" of the task or project.
- **Positive Outlook :** Adds to the morale and productivity of the work environment by encouraging others and consistently looking for ways that ideas and processes can be done.

Desired Qualifications:

- Basic Knowledge in LIHTC and HUD Assisted Housing, but certification not necessary. Willing to train.

- Fair Housing Knowledge. Willing to train.
- Strong computer skills in Word, Excel, Outlook, and willing to learn MRI.
- Valid driver's license
- Proof of insurance and a dependable vehicle
- Basic math skills