JOB DESCRIPTION

Job Title: ADMINISTRATIVE ASSISTANT

Department: Multi-Family
Reports to: Multi Family Director
FLSA Classification: Non-exempt
Supervises N/A
Created / Updated October 2019

POSITION OVERVIEW
The Administrative Assistant will provide clerical support to the development director and project managers. Provide assistance with contracts, loans and grant disbursements, and various reporting. Must be detail oriented, proficient in Excel spreadsheets and able to multitask.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Maintain accurate records of all loans and grant funding for multifamily projects.
- Prepares monthly draw requests for each project and submit to the various funding agencies
- Requests loan funds when needed and prepares check requisitions for processing by Accounting Dept.
- Assist with monitoring construction budgets.
- Maintain all accounting records for all projects during construction process.
- Assists in preparation of all financial reports to lenders and investors.
- Facilitate the flow of documents from the multifamily department to accounting.
- Locate and attach appropriate files to correspondence to be answered by employer.
- Compose and type routine correspondence.
- Proofread correspondence for accuracy.
- Greet visitors, ascertains nature of business, and guides visitors to the appropriate Staff.
- Arrange travel schedules, reservations and per diem.
- Record minutes of department staff meetings.
- Make copies of correspondence or other printed matter.
- Order supplies for the department.
- Assist project managers in funding applications as needed.
- May perform research assignments.
- Maintain filing of all project and contract files.
- Projects a positive and professional image.
- Maintains a positive, upbeat role in the Company. Promotes and exemplifies Company values and represents departmental objectives and interests to internal and external customers.
- Develops and promotes teamwork and cooperation among fellow employees and managers. Shows an appropriate sense of urgency in completing work and addressing the needs of others.
- Incumbent must be flexible to changing policies and procedures, as well as varying deadlines.
- Other duties as assigned.
SUPERVISORY RESPONSIBILITIES
N/A

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
High School, plus minimum three (3) years office/clerical experience. Previous experience in the construction industry a plus.

Skills, Knowledge and Abilities
Excellent written and verbal communication required. Have attention to detail, with excellent follow through on assigned work. Be highly organized. Ability to solve practical problems and deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to multi-task, prioritize and meet deadlines. Be able to maintain strict confidentiality relative to working within the work areas and with assigned work from department director. Strong interest in serving the needs of low-income individuals.

Required Technical / Other Skills / Licenses – Working knowledge of computers and most commonly used business software, to include Microsoft Word, Excel, Outlook, and PowerPoint.

Since driving a vehicle during the scope of employment is necessary, incumbent should possess a valid California driver’s license and carry automobile liability insurance that meets or exceeds State requirements. A clear Motor Vehicle Record is required. Updated MVR’s may be periodically collected.

PHYSICAL DEMANDS – Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SAFETY – Incumbent is required to comply with established safety work practices and attend all safety-related training provide or made available by the Coachella Valley Housing Coalition.

COMPANY FUNDS – This position has access to company funds: employee paychecks and petty cash fund.

Salary Range: Step 7B - $33,819.50 to Step 11B - $41,107.81