

Property Management Administrative Assistant– Full-time Position

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate- income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a **full-time administrative assistant** for our 2 Kingsland Ave location in Williamsburg, Brooklyn.

What you'll do:

The administrative assistant under the direct supervision of the assistant director of Property Operations performs administrative services for the property management department with over 70 staff, which manages over 100 buildings and over 1500 apartments.

Responsibilities:

- Provide overall administrative and clerical support to the property management department
- Open, sort, and process 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; greets visitors, present a positive and enthusiastic demeanor
- Serve as a “team player” and assist in undertaking special tasks and projects, as deemed necessary by the managing director of asset and property management and the deputy executive director for housing.

What we are looking for:

- Associate's degree or high school diploma with 4+ years of administrative/secretarial experience.
- Excellent oral and written communication skills, computer expertise (Word, proficiency in Excel, OneSite preferred, but not required).
- Ability to work on several projects simultaneously and independently.
- Bilingual – proficiency in Spanish required.

What's in it for you:

- compensation range: \$48,000-\$53,000 per year (*The actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level.*)
- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness program

How to Apply:

Applicants should send a resume with cover letter addressing what qualities you have that fit this role with the subject line “Property Management Administrative Assistant Search” to housingjobs@stnicksalliance.org

*St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws. Visit **Stnicksalliance.org***