Office Assistant

Reports To:
Director of Property Management

JOB SUMMARY

The office Assistant will perform various routine clerical duties to support Gainesville Housing.

DUTIES AND RESPONSIBILITIES

1. Perform administrative support functions such as maintaining spreadsheets, creating forms, generating reports, etc.

2. Operates office machines including copiers, scanners, phones, personal computers, and other standard office equipment.

3. Serves and the receptionist for the office, greeting visitors, and applicants.

4. Posts and collects rents from residents in accordance with the lease and any other payment agreements.

5. Prepares board packages on a monthly basis and maintains board records.

6. Provides general administrative support to property management and GH staff.

7. Collects and posts outgoing mail and distributes incoming mail to appropriate parties.

8. Maintains filing systems either manually or electronically.

9. Performs other related duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

1. Must demonstrate effective verbal and written communication skills.

2. Must be proficient with computers, including MS Office suite software.

3. Must have the ability to manage and complete multiple tasks and communicate effectively with different departments or functional areas.

MINIMUM EDUCATION, TRAINING, AND/OR EXPERIENCE

This position requires graduation from high school or GED; a minimum of two years experience in an administrative support role; or any equivalent combination of education, training, and experience that provides the required knowledge and abilities.

PHYSICAL REQUIREMENTS

This position is required to work in an office setting that is generally accessible to the mobility and sensory impaired, The incumbent must have the ability to utilize standard office equipment and access files and documents. The incumbent must have the ability to lift up to 20 pounds. Must be able to work while seated for extended periods of time.

SPECIAL REQUIREMENTS

1.   Possession of a valid Georgia driver's license.