

## Administrative Assistant

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$22.80 to \$24.00 hourly  
**Employment status:** Contract / Temporary

### Description

Hayward Residential Leasing office is in need of an Property Administrator!

Property Administrator duties include:

Schedules maintenance repairs, generates and files completed work orders and follows-up, as appropriate.

Assists in resident move-in/out procedures and unit inspections.

Maintains wait list and processes applications in conformance with compliance regulations and EHMI policies; explains entire move in procedures.

Collects rent and accounts for monies collected; performs daily bank deposits, as needed.

Answers telephone and handle office interactions in a friendly, courteous and sincere manner.

Sorts and distributes inner office mail.

Prepares re-certifications of residents by interviewing residents, obtaining appropriate documentation and completing worksheets. Submits worksheets to manager and Property Supervisor for approval.

Compiles and maintains accurate written records of residents (e.g. Emergency Information, Incident Reports, etc.). Maintains resident files in a neat and orderly manner according to EHMI standard policies.

Refers applicants to alternative housing if all available units are occupied or if the Wait List is closed.

Ensures consistent application of project rules and regulations.

Ensures consistent application of Program (HUD, CHFA, RHCP, TCAC, etc.) rules and regulations.

Prepares Project Status Reports (PSR's).

Maintains a clean and well-organized office.

Maintains a businesslike and professional appearance.

Promotes harmonious relations among residents, housing personnel and persons of the community. Demonstrates enthusiasm and stamina for housing project and position. Represents project in business related matters to the residents and to the community at large. Sensitive to the housing philosophies of the owner/sponsor.

Maintains congenial relationships with all residents, is understanding of and sensitive to cultural background, economic status, those with special needs, and adheres to Equal Employment and Equal Housing Opportunity requirements.

Exercises common sense, good judgement, consistency and self-control in day-to-day contact with residents and in other business-related matters.

Demonstrates company loyalty and integrity in all financial matters, in reports to supervisors and other management personnel, in relationships with residents and co-workers.

If you are interested in this Property Administrator role, apply today!

### Requirements

- Prior real estate, financial and/or contract experience preferred
- Proven skills in customer service, problem-solving, complaint resolution, and negotiation
- Excellent interpersonal skills and computer competencies are essential

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**This Job Posting will expire in 10 days.**