

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: \$26.60 to \$30.80 hourly
Employment status: Contract / Temporary

Description

Robert Half is working with a non-profit organization that develops high-quality affordable housing communities for people on the Peninsula. Our client prides themselves in how they manage their properties and the amenities they offer.

Our client is in need of a leasing agent. The Leasing Agent will also field calls and be the initial contact with applicants and residents. The ideal candidate would have worked in property management prior, but general office experience is also ideal. If you are interested, please see the details below and reply back immediately. We are looking to start someone next week!

Duties:

- Assists in collecting all relevant data in relation to the annual welfare exemption filing and generates all necessary documents to meet the annual welfare exemption submission deadline
- Collaborates with Asset Management and others to collect the necessary information and generate the necessary trackers to meet the associated internal and external deadlines.
- Collects, logs, and tracks all reporting related to agency audits and inspections.
- Assists the Section 504 Coordinator in scanning/mailling approval or denial letters.
- Assigns Compliance Central tickets within department and generates reports as needed.
- Coordinates collection of resident files from property staff for year-end external audit.
- Supports SharePoint integration.
- Supports the Wait List Management Analyst in updating and maintaining Waiting List status on MidPen website.
- Supports divisional meetings, events, and training by ordering food, preparing Agendas, materials, set ups etc.
- Maintains divisional binders, newsletters, and other resources up to date for department use
- Assists in updating Resident Selection Criteria, Marketing Plans and storing them in SharePoint.
- Undertakes special projects for property management division as needed and as requested by Directors.

Requirements

EXPERIENCE, SKILLS & QUALIFICATIONS

- Minimum 2 years recent experience in residential closing and funding operations with various programs/products.
- Experience with title and escrow preferred
- Strong organizational skills
- Ability to make sound decisions when determining risk for the organization.
- Ability to provide solution-based options to assist in deploying capital, while maintaining the company's best interests by limiting risk.
- Ability to work effectively on tight timetables with fast and accurate turnaround.
- Quick problem-solving skills with a strong sense of urgency to resolve any transaction issues.
- Demonstrates excellent follow-through.
- Excellent communication skills, including the ability to interface with third parties, produce understandable written communication which are grammatically correct and contain accurate spelling and writing principles.
- Must be a detail-oriented team player with strong collaboration skills.
- Ability to perform duties under minimal supervision and actively engage with supervisor to resolve complicated issues.
- Outstanding time management skills with an ability to plan and organize a high production volume.
- Strong computer skills. Ability to quickly learn and utilize custom software.
- Ability to manage multiple competing priorities while producing solid results.

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.