

## 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:** \$20.90 to \$24.20 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!

### Summary

The Assistant Community Manager reports to the Community Manager and is responsible for supporting the daily operations of the property. Key areas of responsibility include fiscal management, compliance, facilities and risk management and resident relations.

### Essential Duties

- Schedules income verification appointments, prepares and processes lease agreements and maintains housing wait list
- Assists in the completion of re-certifications, welfare exemption documents, Management and Occupancy (MOR) and Tax Credit Allocation Committee (TCAC) reviews
- Issues notices, schedules vacancies, prepares, and monitors turnover forms
- Assists in the collection of rents, completion of security deposits, logs petty cash use and preparation of bank deposits
- Inspects property and identifies maintenance and security issues
- Supports working relationships with local law enforcement and emergency agencies
- Coordinates maintenance inspections with facilities staff and ensures work orders are processed in a timely manner
- Maintains resident and property files without compromising confidential information
- Communicates procedures regarding emergency preparedness to residents and coordinates logistics for resident meetings

### Requirements

#### Knowledge, Skills and Abilities

- Proficiency using MS Office and/or RealPage software system
- Possess strong verbal and written communication skills
- Strong customer services with the ability to achieve measurable results
- Ability to work independently with minimal supervision in a team-based environment
- Must be well organized and detail-oriented
- Must possess a valid California driver's license, reliable transportation, and proof of current auto insurance policy

creative, legal, and administrative and customer support roles.

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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.**