

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: \$22.50 to \$25.00 hourly
Employment status: Contract / Temporary

Description

Hayward Residential Leasing office is in need of a Property Administrator! The work schedule is Monday-Friday from 8:30am-5:30pm.

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 detail oriented 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

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

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](https://roberthalf.gobenefits.net/) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

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

This Job Posting will expire in 10 days.