

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/03/2024



94544
Hayward, CA, 94544

Office 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: \$23.00 to \$25.00 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half's Client in Hayward is looking for an office assistant to join their team. Tuesday-Saturday 8:00AM-5:00PM

The Office Assistant works under the general direction of the Community Administrator. This position involves assisting in all Community office procedures such as promoting effective resident relations; managing the Community office; inputting information to the Community billing contractor; and collecting rent.

Office Assistant Responsibilities Include:

- Assist in maintaining Community filing system and records in accordance with policies and procedures established by the Main Office and applicable law.
- Assist in receiving payment for rent and other charges from Community tenants.
- Assist the Community Administrator in accurately accounting for all payments and assuring the deposit of all receipts in the Community bank account and in reporting all receipts to Main Office. Perform these tasks in the Community Administrator's absence.
- Assist in providing input to the computer billing service, verifying bills and assuring the distribution of bills to Community tenants.
- Meet and greet visitors to the Community office and provide them with requested information in accordance with Company policies and procedures.
- Answer the phone and respond to inquiries politely and efficiently.
- Perform proper service of legal notices as required in Community Administrator's absence.
- Prepare purchase orders in Community Administrator's absence.
- Follow up on late rents and returned checks in the Community Administrator's absence.
- Assist in maintaining the clubhouse as directed by Community Administrator.
- Monitor the pool at regular intervals to ensure rules are being followed.
- Perform other duties as required

If you are interested in this office assistant position, apply today!

Requirements

- Means to operate basic office equipment, complete general office work and route incoming materials
- Ability to multitask and communicate well with individuals of all backgrounds
- A committed teammate who is willing to take on anything from small internal administrative tasks to high profile requests
- Possessing an understanding of word processing and spreadsheets is desired
- Ability to manage, lead change and build process improvements
- Comprehensive knowledge of filing
- Purchase Orders experience highly desired

- Receiving Payments experience
- Strong familiarity with customer service
- Answering Inbound Calls experience preferred
- Succeed independently with tasks

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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.