

Position: Office Assistant

Classification: Non-exempt

Work Site:

Reports To: Property Manager

Approved By: Human Resources

Revision Date: Mar 30, 2012; Feb 14, 2013; Sept 1, 2015; June 23 2017

Effective Date: June 23, 2011

Purpose

To assist office personnel with the operation of a property in accordance to its rules and regulations. Performs related duties as assigned.

To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job duties.

Essential Duties

Provide a full range of administrative duties including, but not limited to:

- Keep scheduled office hours.
- Maintain telephone reception at park office.
- Maintain office filing and storage systems.
- Assist with collection of monthly rents, fees, and security deposits.
- Assist with upkeep of logbook containing all complaints and incidents.
- Keep office area clean and tidy.
- Assist with the enforcement of community rules & regulations.
- Be familiar with, understand, and comply with all laws and regulations relating to management and operation of the property.
- Ability to handle job stress and interact effectively with others in the workplace.
- Advise Office Manager about any issues to ensure orderly and efficient operations.

Job Duties

- Receive, sort, and distribute incoming mail.
- Monitor and maintain office supplies.
- Ensure office equipment is properly maintained and serviced.
- Assist with the processing of paperwork on invoice and payroll approvals.
- Assist Office Manager with distribution of rent statements, newsletters and notices.
- Assist with bank deposits at the end of each rent collection day, if needed.
- Assist with the maintenance of all workers safety logs.
- Perform work related errands as requested such as going to the post office and bank.
- Assist with event planning and implementation.

Employee Relations

Able to establish and maintain working relationships with co-workers and Community residents in a courteous and responsible manner.

Other Duties

Other duties as assigned

Supervision

Works under the general supervision of the assigned Office Manager.

This position does not supervise other personnel.

Job Qualifications**Competencies**

Proven success in the following job competencies:

Strong organizational habits

Ability to prioritize

Software proficiency

Customer focus and relationship building

Information and technology proficiency

Numerical and literacy skills

Work Experience

Administrative experience

Experience working in a customer-focused environment preferred

Education

High school diploma or equivalent

Appropriate work experience considered

Working Conditions**Physical Work Demands**

Indoor work environment

Able to sit and work at a computer keyboard for extended periods of time

Able to stoop, kneel, bend at the waist and reach on a daily basis

Able to perform general office administrative activities: copying, filing, delivering, and using the telephone

Able to lift up to 25 pounds occasionally

Mental Work Demands

Regular and on-time attendance

Hours occasionally exceed 40 hours per week

Works with others

Verbal contact with others

Noise

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required and not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature

Date

Printed Name