

Leasing Administrative Assistant/ Administrative Coordinator Assistant

This position is responsible for providing support to the Director of Asset Management by assisting with administrative tasks and day-to-day operations as it relates to the Property Management and Rehab Teams.

Primary Duties and Responsibilities (essential job functions)

- Completes a broad variety of administrative tasks including: composing and preparing correspondence; itineraries, and agendas; and preparing presentations and compiling documents for meetings.
- Prepares invoices and creates purchase orders in accordance with VBCDC procurement policy and Asset Management Department procedures.
- Performs routine administrative tasks as required: completes internal and external forms; composes and submits correspondence, emails, memoranda, and reports; reviews, comments, and approves forms, memoranda, reports, and other documents; and acts to assure proper document management, which includes but not limited to filing and scanning of documents.
- Assist in marketing/lease up of new developments.
- Handle large volume of voice and email communications.
- Respond to neighbor/applicant concerns in a courteous manner, collaborating with management to resolve issues.
- Attend team meetings as needed to review portfolio with Director of Asset Management, Senior Property Manager, Operations Maintenance Manager, and Rehab Specialist.
- Prepare reports as assigned by the Director of Asset Management.
- Manage all incoming applications via leasing email inbox and entering applicant data.
- Maintain and assist in updating all Property Management leasing and rental documentation, (Ex: SOP's, Program Rental & Recertification Manuals, Rental Applications, and other documentation for compliance).
- Works within the team and among organizational teams to ensure that decisions are made to further the organization's goals and vision.
- Performs other related work as assigned.

Minimum, Education Experience, Skills and Character Requirements

- Associate's Degree and/or a minimum of three years of experience in a similar position;
- Property management experience preferred (familiarity with terminology);
- Operational knowledge of personal computers and mastery level knowledge of Microsoft Office Suite;
- Excellent writing and communication skills;
- Detail oriented, analytical, and self-motivated;
- Excellent interpersonal, customer service and support skills;
- Strong collaborative work style and behavior;
- A high level of ability to exercise initiative and independent judgment in the development and implementation of complex assignments;
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Highly resourceful team-player, with the ability to also be extremely effective independently;
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response;
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment;
- Forward thinker, who actively seeks opportunities and proposes solutions;
- Mission driven: A strong passion for providing all Americans with affordable housing;
- Active listener, lifelong learner, emotionally mature;

- A high level of analytical ability to comprehend, understand, and interpret complex and technical information, such as local, state, and federal laws related to housing development, construction, and property management;
- Ability and commitment to support and actively build on VBCDC's Family Style corporate culture and adhere to VBCDC values.

Physical Demands/Work Environment

While performing the duties of this job, the employee is frequently required to sit, talk, see, or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Partner must be available for occasional evenings and/or weekend work to assist with projects and events.