



JOB VACANCY

JOB TITLE: ADMINISTRATIVE ASSISTANT (PART-TIME)

DEFINITION:

Under direction of the District Manager to perform complex and responsible clerical work of a varied nature requiring knowledge of the rules and regulations of the division; may assign and supervise the work of the clerical staff of the unit; does related work and typing as required.

EXAMPLES OF WORK:

- Answering phone calls.
- Issue and close completed workorders.
- Issue requisition forms for both office and maintenance supply.
- Handles tenants' complaints.
- Assist with organizes recreational and social activities.
- Inspects buildings and grounds for damage or extermination problems.
- Makes referrals of tenants to social agencies.
- Orients new tenants.
- Maintains cooperative relationships with community organizations.
- May attend court on eviction proceedings and act as a witness.
- Assist in the collection of rents from tenants.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, e.g. Microsoft Works.
- Will be required to perform any related duties.

REQUIREMENTS:

- Must possess a high school diploma or equivalent.
- Three (3) years of administrative support and related work experience.
- Possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.
- Must be capable of training and assisting staff.

KNOWLEDGE AND ABILITIES:

- Familiarity with residential property management
- Ability to meet with tenants and deal effectively with their problems.
- Ability to work harmoniously with tenants, associates, superiors, and others.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency e.g. Microsoft Works
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.

Employment application may be obtained in person at 7 Glenwood Avenue, Suite 304A, East Orange, NJ 07017, between the hours of 9 am to 4 pm, Monday through Thursday or uploaded directly from the eoha.org website.

Posted Date: 11/28/2022

Application is accepted until the position if filled