

**TWIN PINES HOUSING TRUST**  
**JOB DESCRIPTION**

Job description: Administrative Assistant

**General duties:**

Responsible for handling front office reception and administration duties, including greeting guests, answering phones, handling company inquiries, sorting and distributing mail, processing rent payments, and supporting staff as needed. This is a full-time position (30 to 40 hours per week) with benefits.

**Specific areas of responsibility:**

1. Direct telephone calls and walk-in visitors to appropriate staff member, answer general questions, and take messages.
2. Disperse and collect rental applications and supporting documentation.
3. Accept rent payments from tenants and offer them a receipt.
4. Sort and deliver mail to appropriate staff.
5. Prepare manual and electronic deposits.
6. Prepare monthly Notice to Quit correspondence.
7. Prepare tenant notices/correspondence.
8. Conduct appeal hearings when necessary.
9. Proofread SASH newsletters as well as company newsletter.
10. Sent out doodle poll for board meetings to ensure there is quorum.
11. Ensure that the front office and conference room are kept tidy and presentable.
12. Prepare conference room for meetings (clean table, order and pickup beverages or food).
13. Prepare mass mailings of newsletters, fundraising drives, and community functions.
14. Manage scheduling of vacation time and absences for employees.
15. Assist Executive Director and other staff members as needed.
16. Other special projects and duties as assigned.

**Qualifications:**

1. Minimum of high school diploma.
2. Proficiency in Word and Excel. Prefer working knowledge of database creation and management, PowerPoint, and Windows XP.
3. Excellent communication and interpersonal skills, strong organizational skills and have the ability to perform several tasks simultaneously.
4. Organize work time well and work efficiently with flexibility to assume a workload that necessitates frequent adjustment of priorities.
5. Must be able to maintain a cooperative attitude with residents, Trustees, staff and community members.
6. Ability to maintain absolute confidentiality of TPHT records and all correspondence.

**Supervision:**

The Administrative Assistant reports to the Chief Financial Officer.

July 2018