



226 Holiday Drive, Suite 20 • White River Junction, VT 05001
802.291.7000 • Fax: 802.291.7273 • TTY: 711
Email: info@tphtrust.org • Website: tphtrust.org

TWIN PINES HOUSING
PROPERTY MANAGEMENT ASSISTANT

Job description: Administrative Assistant, Property Management/Supportive Services Team

General duties:

The Administrative Assistant supports a team that works with market rate, affordable, and subsidized tenants from a wide range of backgrounds. Responsible for preparing, processing, distributing, and filing paperwork for residents and applicants. Tasks include: preparing and processing paperwork including rental applications, waitlists, resident letters, energy discount applications, handbooks, and accommodation requests; data entry; preparing, researching, and updating move in and bulletin board information packets; compiling data for food programs; filing, updating forms, and supporting staff as needed. This is a full-time position (40 hours per week) with benefits. Please note: Twin Pines Housing is a fragrance-free workplace.

COVID 19 Procedures: In order to protect the health of our employees and our residents, company protocols related to reducing the spread of COVID 19 have been temporarily put in place. These include not coming to work if you feel sick or have a temperature, wearing a mask when in common areas or in resident units, wearing gloves and washing your hands frequently. All employees must follow company protocols which may change at any time.

Specific areas of responsibility:

The Administrative Assistant will support the Directors of Property Management and Supportive Services. This may include:

1. Assisting with preparation of resident newsletters, event invitations, and general mailers;
2. Maintaining resident waitlists;
3. Generating letters to residents and applicants;
4. Processing accommodation requests;
5. Organizing events for residents and others, including coordinating schedules, locations, and equipment;
6. Researching partner agencies and area programs for the most current information, and updating information provided to staff and residents; and
7. Other projects and duties as required.



Qualifications:

1. Minimum of high school diploma.
2. Proficiency in Word and Excel. Prefer working knowledge of database creation and management, PowerPoint, Publisher and Windows XP.
3. Accurate and efficient data entry and word processing skills.
4. Sense of humor, able to work with a wide range of personalities with flexibility and adaptability.
5. Comfortable with a workload that necessitates frequent and unpredictable adjustment of priorities.
6. Excellent communication and interpersonal skills, strong organizational skills, and the ability to perform several tasks simultaneously.
7. Organize work time well and work efficiently with others.
8. Must be able to maintain a cooperative attitude with residents, Trustees, staff, and community members.
9. **Ability to maintain absolute privacy for residents and confidentiality of Twin Pines Housing records and all correspondence.**

Supervision:

The Administrative Assistant reports to the Director of Property Management.