

**ADMINISTRATIVE ASSISTANT**  
**Job Description**

***Administrative Assistant Responsibilities:***

- Answer phone, check email, take messages, answer questions, and return calls.
- Collect rent checks, security deposits, beauty salon rents, and maintenance fees. Process them through HDS and deposit money in bank.
  - Includes weekly collection of laundry coins
  - Running resident quarter exchange.
- Maintain Resident List for Fire Department and office use.
- Assist with holiday decorating and resident activities
- Assist with unit turnarounds as needed
- Enter names and contact information on the Waiting List
- Enter all new residents into HDS software and intercom system
- Complete move in inspections and orientation with new residents.
- Complete move out inspections with residents
- Complete annual resident certifications and interim certifications
  - Verify resident incomes
  - Calculate rents with ED approval
- Show units to eligible applicants
- Assist applicants with application process
- Interview applicants to determine eligibility
- Take resident complaints and with Executive Director attempt to resolve
- Act as back up to Ex. Director, secure appropriate Commissioner signatures, and file invoice, etc. when needed
- Any other duties assigned by the Executive Director