



Beulah HDFC, Inc. is a not for profit organization. We create affordable housing and develop the leadership within the communities we serve. We have been an active part of the physical and social renewal of the Bronx for over 25 years. Our portfolio includes a total of 35 buildings in the Bronx.

The Administrative Assistant

Beulah HDFC, seeks to hire a motivated full time administrative assistant. The administrative assistant will report directly to the Executive Director, partner closely with Program Directors and the Board of Directors. An integral part of the administrative work load will be to ensure that functions are integrated and a collaborative environment is maintained via clear communication exchange. The Administrative Assistant is responsible for all administrative operations of the Executive Director and special projects as assigned. This position assures that administrative systems fully support effective leadership of the organization. Thus, the candidate must exude a mission minded focus, be results oriented, energetic, have a flexible attitude and have a good sense of humor.

Responsibilities

- Assist in the preparation of regularly scheduled reports
- Set up meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes, and forms
- Liaise with executive director and board of directors to handle administrative request
- Update and maintain office policies and procedures
- Organize and schedule appointments
- Maintain Contact list
- Order office supplies as well as research new deals and suppliers
- Develop and maintain a filing system
- Answer and direct phone calls
- Demonstrate social media skills and be tech-savvy
- Maintain company database
- Light bookkeeping

Qualities

- Excellent written and verbal communication skills
- Attention to detail
- Growth Mindset

Requirements

- Proven experience as an administrative assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (Word, Excel, Outlook)
- Strong organizational skills with the ability to multi task
- Excellent time management skill and ability to prioritize work
- Problem solving skills and the ability to work independently



Beulah HDFC, Inc.
WE DON'T JUST RENOVATE BUILDINGS, WE BUILD COMMUNITIES

- Bachelor degree preferred but will accept Associate degree along with 3 years works experience

*Car a plus

Compensation: \$35,000 - \$45,000

Full Time

Monday – Friday 8am – 4pm (1hour lunch)

Some Saturdays and evenings

Forward resumes to mfox@beulahhdfc.org