



## **Job Announcement** **Administrative Assistant – Property Management**

**Status: Non-Exempt**

**Unit: Asset & Property Management**

**Position: Full-time, 35 hrs. per week**

Fifth Avenue Committee (FAC), is a nationally recognized South Brooklyn based, non-profit comprehensive community development corporation and NeighborWorks America member formed in 1978 whose mission is to advance economic and social justice by building vibrant, diverse communities where residents have genuine opportunities to achieve their goals as well as the power to shape the community's future. FAC works to transform the lives of over 5,500 low and moderate-income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive, and just.

To achieve our mission FAC develops and manages affordable housing and community facilities, creates economic opportunities, and ensures access to economic stability, organizes residents and workers, offers student centered adult education, and combats displacement caused by gentrification. In addition to our grassroots neighborhood work, we are actively involved in broader coalitions and campaigns.

FAC seeks an Administrative Assistant to support administrative functions for its Asset & Property Management unit which maintains over 450 units of affordable housing for low- and moderate-income families and more than 20 commercial spaces in 44 buildings.

### **Responsibilities:**

#### **Property Management**

- Update systems to track repairs and purchases including property management work order system and purchase order system
  - Create and or review new service/work order requests
  - Communicate with maintenance staff to identify actions to be taken and inspect work that was done
  - Track work done and completed
  - Track Compliance inspections and reporting performed by Outside vendors (i.e. annual boiler inspections, sprinkler, fire extinguishers, back flow preventors, extermination and annual bed bug report)
  - First point of contact with tenants requiring follow-up after repairs completed by maintenance staff
  - Initiate action for repairs after tenant reports
- Complete timely and accurate PM vendor payment vouchers for review and approval by Director
- Schedule bi-monthly building inspections for maintenance staff
- Prepare regular property management maintenance reports for review by Maintenance Manager and Director including select reports for NeighborWorks America
- Coordinate Section 8 inspections and pending HQS inspections
  - Create work orders for Section 8/HQS repairs, as needed
- Track 'make ready' inspection for vacant units, and after move-outs to identify repairs and time frame needed to complete repairs so units can be re-rented quickly
- Communicate with tenants and PM Tenant Relations Coord. to identify ongoing repair needs
  - Create and or review new service/work order requests received from Tenants Via Call-In service
  - Track work done and completed
  - First point of contact with tenants whose repair requests require follow-up
  - Communicate with maintenance staff to identify what action has been taken and inspect work that was done

- Initiate action for repairs to ensure satisfactory completion of repairs
- Coordinate violation removal with Maintenance Manager
  - Review SiteCompli to identify HPD/DEP/DOB etc. new and open violations
  - Prepare work orders for violations
  - Prepare paperwork and or E Cert Portal to clear HQS repair issues
  - Coordinate paperwork and/or E Cert Portal to remove violations in a timely manner
- Distribute resources (manuals, brochures, trainings, workshops, disaster kits, etc..) to Property Management Maintenance staff on a range of topics including energy and water conservation, resiliency, disaster planning, etc.
- Coordinate insurance inspections and implementation of risk reduction recommendations with maintenance unit
  - Schedule building inspections with appropriate maintenance staff person & insurance rep
  - Communicate with Maintenance Manager and prepare work orders for risk reduction recommendations following budget sign off from Dir. of Asset and Property Management
  - Prepare and submit reports/photos for insurance companies
  - Coordinate and submit insurance claims reporting and follow up.
  - Update legal/insurance claim tracking documents as needed.
- Coordinate annual Tenant Satisfaction Survey and support follow-up actions, as needed
- Other duties as assigned

**Qualifications:**

- 1 year of administrative support experience related to property management required.
- Experience working with low- and moderate-income tenants preferred
- HS Diploma required; College degree preferred
- Computer Literacy, thorough knowledge of Microsoft Windows, Excel, Word and Access
- Able to work independently and be pro-active; Ability to work in a fast-paced environment
- Ability to interact with people in a professional and courteous manner
- Solid oral and written communication skills
- Bilingual Spanish/English required
- Commitment to FAC's mission of advancing economic and social justice

**Compensation:**

\$34,500 to \$36,500 annually commensurate with experience; Competitive benefits package including full health and dental insurance (following a 90-day waiting period), group life insurance, accrued paid time off and access to retirement savings and flexible spending plans.

**To Apply:**

E-mail cover letter with resume and salary expectations with "Administrative Assistant" in the subject line by **November 13<sup>th</sup>, 2020** to:

Fifth Avenue Committee, Inc.  
 Attn: Administrative Assistant- Property Management  
 621 DeGraw Street  
 Brooklyn NY 11217  
[jobs@fifthave.org](mailto:jobs@fifthave.org)

Please, no phone calls!

*Women and people of color and local residents are strongly encouraged to apply.  
 FAC is an equal opportunity employer (EEO).*