

Housing Partnership Development Corporation

JOB DESCRIPTION

TITLE:

Administrative Assistant

FUNCTION:

Provide general and administrative support to Marketing Department.

RESPONSIBILITIES INCLUDE:

- Point of contact for walk-in applicants, telephone calls, and mail
- Direct and respond to inquiries for program information
- Prepare written correspondence to potential applicants
- Facilitate initial and follow up mailings to applicants
- Manage corresponding mailing tracking logs
- Create and maintain filing systems as needed
- Assist in handling Homeowners complaints as needed
- Perform special projects or tasks as needed
- Additional, position related responsibilities as assigned

QUALIFICATIONS:

- Self-motivated and demonstrates initiative
- Professional, calm, courteous demeanor
- Ability to complete work well with limited supervision
- Works well under pressure
- Excellent communication skills
- Excellent organizational, multi-tasking skills
- Manages work load and meets deadlines
- High level of attention to detail
- Proficiency with spreadsheet and database computer program
- Excellent word processing abilities
- Excellent writing skills (i.e. prepare/review documents with correct grammar, spelling and presentation)