



HELP WANTED: Property Management

Job Classification: Administrative Compliance Team

Compensation: Depends on Experience

We are seeking Administrative Compliance Team Members to join our Property Management Team. The Administrative Compliance Team Member will ensure organizational excellence for a portfolio of multiple Low Income Housing Projects. While performing the duties of this job, the employee is regularly required to handle a variety of activities simultaneously, make and apply routine decisions in accordance with policies and procedures, work independently and with others in a multi-functional fast-paced environment, stay organized and focused, establish and maintain effective working relationships with co-workers, prepare basic spreadsheets and reports, perform data entry, produce and review documents for accuracy and completeness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Applicants are expected to demonstrate a commitment to promoting and enhancing diversity
- Ensures completion of paperwork, sign-in, and security procedures
- Ensure that 100% of the certifications are accurate and in compliance with standards
- Ensure that certification and lease administration files are accurate and up to date
- Assist in Management Audits
- Ensure all tenant communications are of the highest quality
- Manages incoming phone calls using a multi-line phone system by screening and routing incoming calls
- Efficiently and effectively work in a cubicle setting with outside noise and distractions
- Daily processing of incoming and outgoing mail
- Coordinates, maintains, and communicates schedules for themselves, to include setting up appointments and calls, and other assistance as needed
- Establishes and maintains filing systems; prepares records for storage and/or archiving
- Document review including assessing accuracy, completeness, and compliance
- Maintain a clean working environment
- Type memo's, correspondence, reports and other documents
- Other duties may be added at the discretion of management.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong customer service skills.
- Self-motivated, proactive, highly organized and ability to work independently.
- Ability to work with fast pace team with large volume of clients/tenants; multi-tasking is essential for this position.
- Strong written and verbal communication skills.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- High school diploma or equivalent; or equivalent combination of education and experience.
- Associates degree in Business Administration or other related field preferred.
- Minimum two 2 years strong administrative experience.
- Experience working within an administrative support position or office environment.
- Multi-line phone experience preferred
- Bi-lingual in Spanish/English, being able to read and speak fluently in both English and Spanish is required
- Proven aptitude for time management
- Proven ability to manage high stress on a daily basis
- Effective communication skills both verbal and written
- Exceptional organizational skills
- Proficient knowledge of Outlook or other calendaring tools for scheduling calendars and arranging meetings
- Knowledge of office practices, procedures, and equipment preferred
- Proficient using Microsoft Office.

HERE'S HOW TO APPLY:

If you feel you are qualified and want to apply for this position you MUST submit a St. Vincent De Paul (SVdP) job application AND your resume to SVdP, Attn: Jose, 2890 Chad Dr. Eugene, OR 97408,

The SVdP Job Application can be downloaded from the employment page on our website (www.svdP.us) or picked up in person at 2890 Chad Dr., Eugene, east of Costco.

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.