

Nevada Affordable Housing Assistance Corporation

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant **CLASSIFICATION/STATUS:** Non-exempt / Hourly

REPORTING RELATIONSHIP: 1. Administrator/Payroll Manager 2. CEO/COO

POSITION SUMMARY: The Administrative Assistant is responsible for the prompt handling of clerical tasks such as filing, telephone calls, scheduling meetings, incoming/outgoing mail, maintenance of homeowner files, data entry and general support of the organization.

RESPONSIBILITIES AND DUTIES:

1. Answer telephone calls from homeowners and the public in a professional manner, provide accurate information about the programs, and respond to caller inquiries in compliance with company and regulatory policies, procedures, and guidelines.
2. Ensure the confidentiality of all personally identifiable information (PII).
3. Assist in the preparation and filing of homeowner documents and correspondence. May retrieve homeowner documents and correspondence for research in accordance with company security policy and procedures.
4. Assist in the opening, sorting and distribution of daily incoming mail and preparing outgoing correspondence for mailing.
5. Perform filing and file maintenance.
6. Coordination of office maintenance.
7. Perform various clerical job functions and acts as support staff to management.
8. Assist with the development and maintenance of correspondence and reports.
9. Assists the Administrator in any office duties as assigned.

The duties and responsibilities described above may provide only a partial description of this position. This is not an exhaustive list of all aspects of the job. Other duties and responsibilities not outlined in this document may be added as necessary or desirable, with or without notice.

QUALIFICATIONS AND REQUIREMENTS:

1. High School Diploma or equivalent required. Demonstrated performance and work experience may be a substitute for educational requirements.
 2. Proficiency in Microsoft Excel, Outlook, PowerPoint, and Word.
 3. Well-developed ability to manage multiple tasks/projects and deadlines simultaneously.
 4. Strong organizational skills and detail orientation.
 5. Strong verbal and written communication skills.
 6. Ability to maintain strict confidentiality and discretion.
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PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

1. The individual is required to regularly sit at a computer and enter data for extended periods of time.
2. The individual is required to listen and talk to individuals and before groups in the performance of the job.
3. The individual is regularly called upon to deal with stressful situations and a high work volume.

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4. The individual is regularly required to stand, walk and drive for extended periods of time.
 5. The individual is occasionally required to bend, stretch and use hands to handle or feel objects, tools or controls and to reach with hands and arms.
 6. The individual is occasionally required to lift up to 25 lbs.
 7. Position requires some travel and scheduling flexibility.
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JOB DESCRIPTION ACKNOWLEDGMENT:

I have received a copy of my job description dated _____. The job description describes duties and responsibilities which apply to me. I agree to read the job description and understand it may be amended as company conditions or requirements necessitate. In that case, changes will be communicated to me.

Employee Signature

Date

Employee Name (printed)

Date

Supervisor Signature

Date

Please keep a copy for your records
