

## HISPANIC HOUSING DEVELOPMENT CORPORATION – Administrative Assistant

### SUMMARY

Administrative Assistants play a vital role in keeping our department on track. We are looking for a team-oriented professional to help manage daily operations of a property management office. The Administrative Technical Assistant's primary focus will be to provide assistance to the property management department and if needed assist the VP of the department. This position will support the entire department with general day-to-day support. Property Management and Fair Housing experience is a plus. **Must have strong skills and experience in MS Office Programs (Outlook, Word, Excel, Power Point, Publisher, and ACCESS).**

**ESSENTIAL JOB FUNCTIONS** include the following. Other duties may be assigned.

- Create and Maintain Access databases
- Assist with special projects
- Take resident and vendor phone calls
- Prepare correspondence and presentations
- Back-up Executive Assistant if needed
- Assist with generating reports for budgets
- Translating marketing materials as needed
- Generate and maintain monthly reports as needed
- Technical Support: Assist users with basic computer hardware/software issues
- Schedule meetings, file, make copies, and arrange travel as needed
- Assist VP of department with correspondence tracking as needed

### MINIMUM QUALIFICATIONS

- College degree – 2 yrs preferred
- Minimum of 2 years business experience as an administrative assistant or property management background
- Proficient in Microsoft Office: Word, Excel, Outlook, Access, Publisher, and Power Point
- Excellent organization skills and self motivated to complete routine tasks
- Detail orientated with a strong ability to multi-task
- Excellent written and verbal communication skills and the ability to work well with others
- Speaks English and Spanish fluently

### EOE

**Important:** Please indicate the position you are applying for in the subject of the fax or email. Include your salary requirements and fax resumes to (312) 278-0012, Attn: HR or email to [recruiting@hhdevcorp.com](mailto:recruiting@hhdevcorp.com).

**Principals only -- No Recruiters**