
JOB DESCRIPTION

Position Title: CMHA Administrative Assistant

FLSA Status: Non-Exempt

Reports to: See Below

Effective Date: October, 2020

Job Summary:

Under the general supervision of the Property Manager, the CMHA Administrative Assistant aids the manager and staff in the capacity of coordinating CMHA office services, workflow, planning, and tenant relations

Essential Responsibilities:

- Responsible for all CMHA Accounts; this will include but is not limited to:
 - Collection of application and required documents from prospect
 - Filling out Prospect Packets, ensuring all information is accurate and complete. Submit all paperwork to CMHA
 - Schedule inspections, handle correspondence with tenants and CMHA
 - Generate all contracts
- File all evictions which includes but is not limited to:
 - Send out 30-days Care Act notice, and three (3) day notices
 - Attend 1st and 2nd cause hearings
- Place collection calls to outstanding tenants
- Communicate and interact well with the general public, applicants, CMHA residents, and staff
- Provide additional support to Property Manager and team as needed
- Train as backup for leasing
- Additional duties as assigned

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Qualifications:

Educational Requirements: High School Diploma / GED required

- Additional Qualifications:**
- Ability to communicate verbally and through written form in a professional manner
 - A thorough knowledge of CMHA office practices
 - Must present self with a professional, neat, and clean appearance daily.
 - Must have initiative and be team orientated.
 - Must be organized, able to prioritize, and able to work independently.

- Must have an advanced level of computer skills to work with MS Outlook, Word, Excel, Internet.
- Ability to handles multiple tasks and work efficiently under constant interruption.
- Team player capable of collaborating with diverse personalities to drive organizational success.
- Ability to learn and use new software programs easily.
- Ability to answer phones, file documents, type on a computer keyboard, email, fax, and data entry.
- Ability to communicate clearly and diplomatically verbally and in written form.
- Ability to maintain confidentiality and diplomacy.

Nothing contained in this job description for employees of NM Staffing is intended to create (nor shall be construed as creating) a contract of employment (expressed or implied) or guarantee employment for a definite or indefinite term.

Employee Acknowledgement:

I hereby acknowledge that I have read and received a copy of this job description. I understand the requirements, essential functions, and duties of the position. I further understand that my employment shall be “at will” at all times, meaning that either NM Residential or I may terminate my employment with or without notice or cause at any time.

Signature: _____

Print Name: _____

Date: _____