

## **Job Description –Administrative Assistant**

**The Elder Edward Buckner, D. D. Miracle Village Complex is currently seeking an experienced Administrative Assistant for a full-time position in Tallahassee, Florida. Miracle Village Complex is a 44-unit HUD 202 PRAC Affordable Housing Development.**

**The Administrative Assistant is responsible for performing all related secretarial/clerical functions and reports directly to the Residential Manager. The responsibilities include reviewing applications for potential tenants, applying established criteria for resident qualification, collecting rents and deposits, overseeing use of Community Room or other shared facilities, preparing necessary reports, creating and distributing monthly calendars and newsletters and assisting in preparing and maintaining files.**

### **Primary Duties and Responsibilities**

- **Type letters and memos**
- **Maintains general office files**
- **Assist in maintenance work orders system and purchase order system.**
- **Order and maintain office supplies within the established budgeted guidelines**
- **Assist in reviewing tenant applications for eligibility; maintain and purge waiting lists; show available units.**
- **Assist in following Miracle Village Complex procedure for processing eligible applicants within the program guidelines. Works diligently to assist in ensuring that all new move-in files are complete and orderly.**
- **Assist in preparing necessary forms and securing signatures to finalize agreements between tenant, owners, and HUD.**
- **Assist in writing advertisements if needed, obtain prices and place advertisements (with Management Agent's approval) in the appropriate publications for best exposure for the community.**
- **Create and maintain purchase orders ensuring correctness and accuracy.**
- **Assist in showing vacant units and applies approved marketing strategies to reduce vacancy loss.**
- **Assist in conducting quarterly unit inspections and walk through of vacated units assessing any damage, costs of repairs, and arranges turnover repairs.**
- **Assist in maintaining all required inventories for project supplies and equipment**
- **Answer the telephone pleasantly and professionally**
- **Maintain courteous communication with residents, applicants, and representatives of other companies**
- **Acts as Coordinator of resident programs**
- **Maintain the property business office in a neat, orderly, and business-like manner at all times with regularly scheduled office hours per established procedures**
- **Attends trainings as needed and recommended by HUD and the Florida State Primitive Baptist Educational Foundation Management Company. This training may require overnight stays out of town.**
- **Other duties as assigned**

## **Requirements**

- **Commitment and enthusiasm towards achieving the Florida State Primitive Baptist Educational Foundation Management Company's mission and vision statements.**
- **Ability to work cooperatively and effectively with a diverse group of people.**
- **Strong oral and written communication skills**
- **Strong time management skills and ability to multi-task.**
- **Accurate use of ten-key calculator, fax machine, computer and other office equipment □ At least 2 years of administrative experience.**
- **Possession of a valid Florida State Driver's License, a good driving record, and automobile insurance per requirements of the State of Florida**
- **Working knowledge of computer software and systems: Excel, Word, Windows XP, email.**

## **Language Skills**

- **Ability to read and interpret rental agreements, government regulations, and budgets.**
- **Ability to write effective business correspondence.**
- **Ability to effectively communicate information and respond to questions from groups and individuals.**

## **Salary**

**\$13.50 hourly (Negotiable)**

## **Deadline**

**Vacant until filled.**

## **HOW TO APPLY**

Visit the Miracle Village website at [www.miraclevillage.org](http://www.miraclevillage.org) and download an employment application or come by Miracle Village. Applications can be mailed upon request. Submit application and a detailed resume outlining your professional work experience, education, and references along with your application to:

Miracle Village  
c/o Administrative Assistant Vacancy  
1208 Birmingham Street  
Tallahassee, FL 32304  
(850) 222-0561