



## ADMINISTRATIVE ASSISTANT

**Reports to:** Office Manager

**Status:** Full-time, Non-Exempt

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH's mission is to develop, preserve and own quality affordable places to live; to promote stability and opportunity for our residents; and, to advocate with the people and communities we serve. APAH is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact and racial equity. APAH owns 18 communities and has developed over 2000 apartments throughout the DC metro area.

### **Summary Description**

The Administrative Assistant reports to the Office Manager and provides administrative support to the Operations and Finance team, including reception services, short writing assignments, filing, support of key office functions (including IT), data entry and other duties as assigned. The ideal candidate will be organized, motivated, have strong attention to detail and be a team player.

### **Key Responsibilities**

- Provide primary coverage for the front desk and all front desk reception duties including conference room coordination, conference technology support, sorting incoming mail, preparing and delivering outgoing mail and FEDEX deliveries, assisting visitors and answering the phone.
- Provide administrative support to the Director of Talent, including calendar support, coordinating travel when necessary, and expense reports; provide in-office admin support for remote staff members.
- Support Office Manager with all office supply orders, supply pick-ups and inventory tracking, including preparing and tracking office supply budgets and periodic cost comparison
- Coordinate janitorial and maintenance service for the office; act as a primary contact for additional office vendors
- Perform general administrative and clerical duties such as monitoring APAH's corporate email, onboarding and timesheet support, preparing materials for meetings, photocopying, physical and electronic filing, providing logistical information to guests and staff, etc.
- Provide basic phone system, key fob, and alarm system support to the office and coordinate support from third party consultants; track open IT tickets to ensure IT issues are resolved quickly.
- Maintain a corporate credit card to support office expenses and special projects
- Additional duties and special projects as assigned

## **Qualifications**

- Associate's or bachelor's degree preferred, but not required
- Excellent customer service skills.
- Ability to prioritize and complete multiple tasks in an accurate, efficient, calm and timely manner.
- Positive, professional, team-oriented and mission driven attitude. Open to embracing new challenges.
- Excellent computer skills including MS Word, Excel, and Outlook.
- Appreciation for the mission of the organization a must.
- Regular access to a vehicle required to support APAH mailing needs, supply or meal pick-ups, and occasional event support
- The Administrative Assistant will generally work 40 hours a week, from 9:00-5:30, with a 30-minute break for lunch. There may be times when longer work hours are required.

## **Physical Demands**

- Primarily required to sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear.
- Occasionally lift and/or move up to thirty (30) pounds.

## **Salary and Benefits**

*Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short term disability insurance, 401k and paid leave.*

## **Equal Opportunity Employment**

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

**To apply, please submit your resume and cover letter to [resumes@apah.org](mailto:resumes@apah.org). Resumes will be accepted until the position is filled.**