



SENIOR ADMINISTRATIVE ASSISTANT

Reports to: Operations & Talent Manager

Status: Full-time, Non-Exempt

APAH is a nonprofit affordable housing developer that works throughout the D.C. metro region. APAH's mission is to provide quality affordable housing and resident-centered programming to help our residents make the most of their home. 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 22 communities and has developed more than 2,600 apartments, with an additional 1,500+ apartments under construction or in development throughout the region.

Summary Description

Under the direction of the Operations & Talent Manager, the Senior Administrative Assistant provides administrative support and coordinates office operations, including all reception services, inventory, and vendor management, and oversees key office functions such as IT and maintenance. Additional duties include senior staff scheduling support, short writing assignments, filing, data entry and other duties as assigned. The ideal candidate is a detail oriented and organized and a team player interested in pursuing a career in administration and office management.

Key Responsibilities

Front Office and Conference Rooms (50%)

- Provide coverage for the front desk and all front desk reception duties including conference room coordination, conference technology support and basic troubleshooting, sorting incoming mail, preparing and delivering outgoing mail and FEDEX deliveries, assisting visitors and answering the phone.
- Provide basic phone system, key fob, and alarm system support to the office and coordinate support from third party consultants.
- Conduct daily, weekly and monthly office walkthroughs to ensure APAH office and workstations are always presentable and in working order

Inventory and Vendor Management (35%)

- Primary coordinator of all office supply orders, supply pick-ups and inventory tracking, including preparing and tracking office supply budgets and periodic cost comparison
- Manages inventory and tracking for all Resident Services gift cards, including orders, distribution and quarterly reconciliation with accounting team
- Acts as a primary contact for office vendors, to include phone, print, facility maintenance and daily cleaning services.

- Tracks office supply spending throughout the year and supports yearly budget preparation
- Coordinates in-office IT support and serves as a primary liaison with APAH's managed service provider

Administrative Support (15%)

- Provide administrative support to the VP of Talent and other senior staff, including calendar support, coordinating travel when necessary, and expense reports; provides in-office admin support for remote staff members as needed.
- Primary booking administrator for office desk reservation system
- Prepare memos, letters and forms for signature and maintain contact and information lists
- Perform general administrative and clerical duties such as monitoring APAH's corporate email, onboarding support, preparing materials for meetings, photocopying, physical and electronic filing, providing logistical information to guests and staff, etc.
- Supports Operations Manager in preparing onboarding materials for new hires
- Maintain a corporate credit card to support office expenses and special projects
- Develop, implement and improve office policies and procedures
- Additional duties and special projects as assigned

Qualifications

- 1-2 years of project, administrative or office/facilities coordination experience required
- Associate or bachelor's degree preferred, but not required
- Excellent customer service skills
- Demonstrates strong communication skills and business etiquette
- Ability to prioritize and complete multiple tasks in an accurate, efficient, calm and timely manner
- Positive, professional, and team oriented. 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 Senior 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

Salary band for this position starts at \$53,300 annually. Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, commuter benefits, 401k and paid leave. Our corporate office in Ballston features free parking.

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.

APAHA is an [E-verify employer](#) and will provide the federal government with Form I-9 information to confirm authorization to work in the US. APAHA will only use [E-Verify](#) once a job offer is accepted, following submission of the Form I-9.

For more information about APAHA, visit our website at apah.org. To apply, please submit your resume and cover letter to resumes@apah.org. Resumes will be accepted until the position is filled.