

Catholic Charities
Diocese of St. Petersburg, Inc.

Employment Opportunity Posting

Date: 06/13/2024

Position Title: Administrative Assistant

Supervisor: Housing Manager

Program: HUD 202- Trinity House

Location: St. Petersburg, FL

Work Schedule: Monday to Friday, 8am-5pm

Job Classification: Full Time Nonexempt

Pay Rate: \$17.50

Starting Date: ASAP

SUMMARY: HUD 202 Administrative Assistant I is responsible for providing Administrative & Secretarial support to Trinity House HUD 202 property.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- move ins, move outs, recertification, applications, and any other documents.
- Responsible for filling to all vendor related filling.
- Responsible for filling all documents related to payables.
- Responsible for filling all work orders in each apartment unit folder.
- Responsible for preparing all resident documents related to move in, move out, recertification, applications and any other documentation pertinent to those matter.
- Responsible for preparing work order in a daily basic as they come.
- Responsible for placing all ready work orders to the housing manager and or his or her absence report to the maintenance engineer I and or hand deliver the work order.
- Responsible for reporting an emergency work order to the housing manager and or his or her absence report to the Maintenance Engineer I and or hand deliver the work order.
- Responsible for assisting Housing Manager in collecting and reviewing all rents and entering into Yardi system.
- Responsible for preparing completed deposit slip for all bank accounts.
- Responsible for preparing discrepancy letter and for submission of those to housing manager to view and sign.
- Responsible for distributing all sign discrepancy letters and each apartment as needed.
- Responsible for making runs to the post office and maintaining supplies as needed.

- Responsible for completing office supplies and review before submitting.
- Responsible for collecting complaints, move out notices, and residents comments and all documents related to residents and building and submit those to the housing manager as they come.
- Responsible for receiving, reviewing and distributing daily mail.
- Responsible for helping applicants on as needed basis in accordance to supervisor instructions.

OTHER RESPONSIBILITIES:

- Complies with all applicable training requirements.
- Complies with all company safety, personnel and operational policies and procedures.
- Complies with work schedule to ensure effective operations of Agency programs.
- Contributes positively as a member of a productive and cooperative team.
- Participates in Agency Performance Quality Improvement (/PQI) program and Accreditation/Reaccreditation process.
- Performs other duties as necessary to fulfill Catholic Charities Diocese of St Petersburg, Inc Mission.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Able to speak, write and understand English.
- Must be sensitive to and respect cultural diversity amongst clients, staff and volunteers and able to work with diverse racial, ethnic and economic groups.
- Flexible work schedule including evenings, nights, weekends and holidays.
- Ability to set appropriate limits, work under deadlines and multi-task.
- Ability to organize, prioritize, self motivate, and deliver results.
- Excellent communication and listening skills.
- Possess strong work ethics.
- Successfully pass a FDLE Level II background screening.
- Valid Florida driver's license, ability to drive van or bus and have reliable transportation.
- Mission driven attitude supplemented with integrity and passion.
- Adherence to the highest ethical standards, personally and professionally.
- A high level of openness and willingness to receive feedback/suggestions from superiors and others, and to learn new skills to improve job performance.
- Evidence of deep alignment with Catholic Charities Diocese of St Petersburg, Inc Mission and Values.
- Will make a Commitment to Serve all people with Respect, Compassion, and Cooperation in the spirit of a unifying God.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge in Microsoft office, Computer literate.
- Must be able to fully comply with all policies related to confidentiality and handling confidential information.
- Ability to operate under immense pressure.
- Proficient with basic budget management and calculations.
- Ability to deliver effective results, meet tight deadlines and targets

EDUCATION AND EXPERIENCE:

- Minimum of a High School Diploma or equivalent from an entity approved and certified by the department of education
- Two years of progressive office administrative experience, preferably in a social service setting

PHYSICAL DEMANDS: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of job. Working in an office/site requires prolonged sitting at the computer workstation; standing, bending, reaching, lifting up to 40lbs. and some driving. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, telephones, and other office equipment. It is also required to regularly sit, speak, and listen, the employee is also required to walk, use hands and fingers to type, operate equipment, and maintain records and notes. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

To be considered for employment please apply to cmartinez@ccdosp.org

It is the policy of Catholic Charities to make every effort to fill position vacancies from within our organization. The Agency may also conduct simultaneous searches for job candidates outside of Catholic Charities while the vacant position is posted in order to find the most qualified candidate for the position. Catholic Charities is an Equal Opportunity Employer that values the strength diversity brings to the workplace. EEO/AA/ADA Employer.

Catholic Charities participates in the US E-Verify program.