



Cow Creek Government Office

Housing/Facilities Administrative Assistant

Job Code: 1502
Department: Housing/Facilities
Location: Roseburg, Or
Minimum Hourly: \$19.05

POSITION PURPOSE:

The Housing/Facilities Administrative Assistant has the responsibility of assisting in the Housing/Facility Programs and units. The Assistant will support the departments with answering phone calls, application intake, compliance, filing, scheduling, reporting, and monitoring processes as appropriate.

ESSENTIAL FUNCTIONS:

- Perform general office duties – Answer phones, maintain records, schedule meetings etc.
- Listen to clients for their needs and assist with getting them all the applications from the various departments that could assist with their current situation.
- Receive applications, review, communicate additional needs prior to escalating to team members.
- Maintain and organize records and files (past, present, future)
- Schedule new participant orientations.
- Assist with scheduling monthly, quarterly, and yearly housing and facility inspections.
- Initiate and track correspondence with clients, vendors, banks, contractors etc.
- Coordinate staff travel and events.
- Schedule meetings and take meeting minutes.
- Assist with other programs including facilities and maintenance.
- Provide Tenant support.
- Receive rental payments, issue receipts, prepare bank deposits, and post payments in PM software.
- Assist with Accounts Payable processing.
- All other duties as assigned.

QUALIFICATIONS:

- Must have High School Diploma or GED
- Must possess excellent communication skills, including verbal and written.
- Must have the ability to maintain confidentiality at all times.

- Must demonstrate good organizational, math and writing skills.
- Must have working knowledge of Microsoft Office products.
- Current Oregon Driver's License with the ability to qualify for the Cow Creek Government Office's Drivers Program.