



ADMINISTRATIVE ASSISTANT II

Reports to: Operations 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 20 communities and has developed over 2300 apartments throughout the DC metro area.

Summary Description

The Administrative Assistant reports to the Operations Manager and provides administrative support to the Operations, Real Estate and Finance teams, including reception services, short writing assignments, filing, calendar management and administrative support for senior staff. The ideal candidate will be organized, motivated, have strong attention to detail and be a team player.

Key Responsibilities

- Provide secondary 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 VP of Resident Services, including calendar management, organizing internal and external meetings, coordinating travel when necessary, and expense reports.
- Support Real Estate administration needs, including organizing, filing, and tracking status of executed documents. Provide admin support for development closings.
- Assist in the planning and preparation for staff events, including lunches, Happy Hours and special occasions.
- Support admin team with supply orders and supply pick-ups as needed.
- Perform general administrative and clerical duties such as monitoring APAH's corporate email, preparing materials for meetings, photocopying, physical and electronic filing, providing logistical information to guests and staff, etc.; provide in-office admin support for remote staff members.
- Maintain a corporate credit card to support office expenses and special projects.
- Become a notary for the state of Virginia for in house notary needs.
- 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.
- Fluency in Spanish helpful
- 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

Salary band for this position starts at \$47,000 annually. Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short term disability insurance, matching 401k, and paid leave. Our corporate office in Ballston has 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.

Full COVID-19 vaccination required. All new employees must receive two shots of the Moderna or Pfizer vaccines or one shot of the Jansen vaccine prior to the first day of work.

To apply, please submit your resume and cover letter to resumes@apah.org. Resumes will be accepted until the position is filled.