

EXTERNAL/INTERNAL POSTING

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EMPLOYMENT OPPORTUNITY
AKRON METROPOLITAN HOUSING AUTHORITY
 100 West Cedar Street
 Akron, OH 44307

June 2, 2016

Job Title: Administrative Assistant II
Reports To: Reach Opportunity Center Manager
Location: Reach Opportunity Center at Summit Lake
Available: Immediately
Rate of Pay: \$15.00 Hour
PART TIME/Varied Hours

GENERAL PURPOSE

Serves as the primary point of contact for all visitors and members to the Reach Opportunity Center at Summit Lake. Receives and directs clients to appropriate areas of the center, explains programs and services available and assists with intake process. Assists the Reach Center Manager with day to day building maintenance issues. Performs clerical services, including data entry, maintenance of files, preparation of letters, memos and reports, sorting and distribution of mail. Answers telephones, relays messages and assists with scheduling.

DUTIES & RESPONSIBILITIES

- Greets, receives and directs clients and visitors to the Reach Opportunity Center at Summit Lake. Explains different programs and service offerings and makes recommendations based on client needs.
- Maintains day to day property inspection (checklist) – opening/closing practice ensuring common areas are maintained
- Oversees the day to day general administration and maintenance of the property
- Responds to initial requests of partner issues regarding repair and maintenance
- Responds to website inquiries
- Generates and maintains internal reports as requested
- Submits work orders and ensures they are completed in timely manner
- Maintains partnership contact, and correspondence
- Maintains service contracts
- Greets guest at the Reach Center
- Processes invoices
- Answers phones, takes messages and serves as the front-line customer service representative for the Reach Opportunity Center.
- Under the direction of the Reach Opportunity Center Manager, performs clerical services including data entry, maintenance of files, preparation of communications and reports, sorting and distribution of mail, and ordering of office supplies.
- Assists clients with membership process and completion of appropriate forms.
- Assists Program Manager with scheduling of programs.
- Assists with payroll process.
- Reports all maintenance issues to the Reach Opportunity Center Manager and/or appropriate personnel.
- Provides outreach to AMHA residents and residents in the Summit Lake neighborhood to promote the Reach Opportunity Center at Summit Lake.
- Maintains, schedules and tracks shared building equipment.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. Associates degree preferred. A minimum of one year customer service/clerical experience required, but at least two years preferred. Must possess a valid Ohio driver's license and be insurable under AMHA's policies.

“This is a Section 3 Covered Position and we encourage HUD Recipients to apply”

TO APPLY

Internal applicants respond by completing an internal form (AMHA-364) to the Human Resources Department by 4:30 p.m., June 8, 2016. External applicants submit resume or job application to AMHA, Human Resources Department, 100 W. Cedar St., Akron, OH 44307; e-mail in WordPerfect, Microsoft Word, or Microsoft Works format to personnel@akronhousing.org, or apply in person Monday through Friday from 9:00 a.m. to 3:00 p.m. AMHA job line (330) 252-9262