

**Job Title**

Office Administrator

Full-Time position with benefits

Reports to

Executive Director

Works Closely with

Director of Finance, Staff Attorney, Property Management/Maintenance Staff

Summary of Position

CLHI is looking for a highly skilled and reliable Office Administrator to join our team! This position requires a friendly and highly organized individual who will keep our office running smoothly while supporting multiple staff members and greeting/helping visitors and tenants at the front desk. An excellent Office Administrator will be an experienced and competent professional with exceptional communication skills, proficiency with the Microsoft Office Suite (Word, Excel, Outlook), and a friendly demeanor that creates a positive office atmosphere for all.

Duties and Responsibilities

- Greet/help visitors at the front desk
- Answer phones, take messages, and connect callers with the appropriate staff
- Oversee sorting and distributing of incoming mail
- Maintain files and records with effective filing system for rental properties (tenant files) and vendor files
- Monitor office supply inventory and place orders
- Collect and log rent payments from tenants
- Prepare and make bank deposits
- Assist with weekly bookkeeping using Excel and QuickBooks (training will be provided)
- Make copies, write/type letters, address envelopes, and organize files
- Assist staff attorney with copies, letters, notices and Certified/RR mailings
- Document and coordinate work orders with property maintenance staff for tenant maintenance requests
- Prepare requests and notices to tenants for inspections, documents and other paperwork as necessary
- Request and track paperwork for prospective tenants and current tenants
- Organize and manage bulk mailings
- Follow office workflow procedures to ensure maximum efficiency

Skills and Abilities

- Excellent oral and written communication skills
- Handle sensitive and personal information and maintain confidential files
- Detail oriented and able to work with a high degree of accuracy

- Highly organized and flexible
- Ability to multi-task and meet challenging deadlines
- Must be self-directed and able to complete projects with limited supervision
- Working knowledge of email, scheduling, Microsoft Word, and Microsoft Excel
- Proficient with a computer, copier, and postage machine
- Willingness to learn QuickBooks and online court filing procedures

Qualifications

- 5 years of experience in office environment with customer service exposure
- Minimum: High school diploma
- Preferred: Associates degree or higher
- Preferred: Camden Resident
- Preferred: Bi-lingual (English and Spanish)
- Driver's license and reliable transportation required

Compensation

This position is full-time with benefits. Compensation is commensurate with experience.

To Apply

Please send or deliver the following to Betsy Clifford, Executive Director:

- Cover letter (with salary request)
- Resume
- 3 professional references with contact information

Email: bclifford@clhi.org

Fax: (856) 342-7032

Postal Mail:

Camden Lutheran Housing Inc.
1st Floor Main Office
800 Galindez Court,
Camden, NJ 08102

Hand Delivery: There is a GPS error with our address. We are located at N. 9th and State Street, in the first floor main office of a 5-story brick building surrounded by townhomes. Our address is 800 Galindez Court. Applications can be hand-delivered M-F from 10am-3pm.