



608 Pine Street / P.O. Box 928 • Sault Ste. Marie, Michigan 49783
PHONE 906/635-5841 • FAX 906/635-9500 • TDD No. 1-800-545-1833 Ext. 429 • www.saulthousing.com

Receptionist/Administrative Assistant

The Sault Ste. Marie Housing commission is looking for a Receptionist/Administrative Assistant. This is a full-time position. Applicants must have a valid driver's license, be insurable and be bonded. Applicants must also be able to multi-task, be personable, people friendly, maintain confidentiality, be computer literate, and able to work with Microsoft Word, Excel, and other software programs. This individual would be responsible for general office duties including answering the telephone, greeting office visitors, processing applications, and other administrative assisted duties. Competitive wages with full benefit package offered.

Applications with job description may be downloaded off of our website at www.saulthousing.com or picked up in the front office at 608 Pine Street, Monday – Friday between the hours of 9 am. to 4 p.m. No phone calls please. Applications must be returned in a sealed envelope with a letter of interest and resume.

An E.O.E.



Equal Housing Opportunity

**SAULT STE. MARIE HOUSING COMMISSION
FULL TIME ADMINISTRATIVE ASSISTANT**

**POSITION DESCRIPTION
GENERAL STATEMENT OF DUTIES**

Under the supervision of the Executive Director, has the immediate responsibility for work order entry, utility entry into HDS, follow up for utility transfer when non-payment by tenant occurs, website maintenance, and all other duties listed below. Management is AMP (project) based. Provide clerical support to the Executive Director. Must be able to lift 20 pounds, have a valid driver's license and be insurable.

TYPICAL DUTIES

1. Second in line (behind Receptionist) to answer phones and offer walk in window assistance (applications, general information, accept payments, etc.).
2. Responsible for opening and closing the front office and checking drop-boxes. Make sure the vestibule is stocked with Housing Commission forms.
3. Alternates weekly with Receptionist going to Post Office daily to get mail, including checking the drop boxes at ATA and HR. Processes incoming mail, and at the end of the workday, delivers mail to the Post Office.
4. First in-line troubleshooter for copier and other office equipment, making certain there is adequate paper.
5. Accept tenant payments.
6. Provides applications to the public with explanation of requirements. Receives applications from the public and ensure required documentation is included.
7. Mail landlord and/or personal references, perform credit and criminal history checks.
8. Follows up with applicants in a timely fashion if information or documentation is missing (applications should be processed in 30 days or less.) and maintains a tenant list when accountability for documents, etc. is needed.
9. Submit completed applications to Occupancy Specialists for processing and documents in HDS status of application.
10. Maintains a list of office supplies. Order supplies, based upon staff input, as necessary. This also includes ordering brochures, thank you cards, animal stickers, and parking tabs.
11. Make new Tenant Handbooks, Employee Handbooks and policy binders when updated.
12. Ensures availability and accuracy of information of new tenant folders, as needed.

13. Maintains monthly totals of applications in and out and informs the Occupancy Specialist II for monthly reporting.
14. Rotate with Receptionist entering utility billing in HDS and provides A/P appropriate reports generated.
15. Rotate with Receptionist entering routine work orders and Annual Inspection generated work orders into HDS, copies for files, and mails to tenants. Annual generated work orders are given to Maintenance Supervisor for completion.
16. Receive tenant Animal Requests and obtain required information according to policy. Submit request to Occupancy Specialist.
17. Print off pictures provided by maintenance in correlation to door tags. Follow up with tenants when necessary.
18. Conduct criminal background checks for Annual Renewals.
19. Assist with preparation of lease violations when required.
20. Prepares Notice to Quit (NTQ) documents for attorney, when necessary, as directed by Occupancy Specialists.
21. Maintains Community Service Requirement.
22. Processes 4-Forms and sends required verifications.
23. Assist with preparing monthly Newsletter for distribution to PH tenants.
24. Assist with maintaining the Sault Ste. Marie Housing website.
25. Must be computer literate and able to work with Microsoft Word, Excel, and other software programs.
26. Must have a valid driver's license, be insurable, and be bonded.
27. Provide clerical support and other duties as may be assigned by the Executive Director.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed.

Administrative Assistant

Date