



# Property Management Assistant

## Princeton Community Village

### Location:

One Holly House, Bunn Drive, Princeton, NJ, 08540

### Summary:

Princeton Community Village, a not for profit organization affiliated with Princeton Community Housing (PCH), seeks a full time Property Management Assistant to provide administrative assistance to staff, residents and applicants in a diverse and dynamic rental community comprised of 238 units of multifamily affordable housing on a 36 acre campus in Princeton, NJ.

### RESPONSIBILITIES AND DUTIES:

Candidate must have strong background in office administrative duties, friendly customer service with excellent communication skills in both English and Spanish and ability to work in a small and fast-paced office with minimal supervision. The Assistant will:

- Interact with management, residents, vendors, and on-site maintenance staff;
- Dispatch staff to respond to tenant maintenance emergencies and process work-order requests;
- Perform clerical duties; for example: answer phones, file, distribute mail, process bills, collect rent, maintain rent roll and legal filings for accounting;
- Assist with scheduling of resident activities as required.

### QUALIFICATIONS:

- Minimum of 3 years of progressively responsible professional experience in an administrative assistant role or similar administrative position. Residential property management experience is strongly preferred, particularly with a nonprofit organization.
- Proficiency with Microsoft (i.e., Word, Excel, Outlook, etc.) and property management software, such as OneSite.
- Keen organizational and multitasking skills which support and enable office productivity and diligent attention to detail.

### TO APPLY:

This is a full-time, nonexempt position. PCH offers a competitive compensation package, commensurate with experience. Please email the following information: a) a cover letter; b) resume; and c) three professional references (with contact information) to: Susan O'Malley, Property Manager, [susan@princetoncommunityhousing.org](mailto:susan@princetoncommunityhousing.org). The cover letter should tell us a little about yourself, your skills, and experience; specifically describe why you would be a good fit for this particular position; and outline your salary requirements. Please place "Property Management Assistant" in the subject line of your email.

No phone calls or regular mail please. PCH is an Equal Employment Opportunity Employer.