



## Job Description

**Job Title:** Real Estate and Facilities Administrative Assistant  
**Department:** Real Estate  
**Reports To:** Director of Real Estate Development  
**Salary:** \$23.33/ \$48, 526.40 annual  
**FLSA Status:** Non-Exempt  
**Prepared By:** HR Recruiter  
**Date:** 10-05-2023

**SUMMARY:** Support the work of the Real Estate and Facilities team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties maybe assigned.

- Provide administrative support to programs around lease management, compliance and special tasks assigned.
- Maintain, track and file all inter-agency communication concerning real estate matters.
- Maintain, track and file all external mail and email communications pertaining to real estate.

### Lease and Transaction Management (50%)

- Support the input and management of data in the Yardi system and generate reports.
- Interface with program staff (Supportive Housing, Scatter Site, Concourse Scattered and Fiscal Department) on data integrity and accuracy.
- Work with Real Estate Director on problem solving on various landlord issues dealing with repairs, vendors, finances/arrears, maintenance schedule and tenant concerns. Track and monitor progress of all cases/complaints outstanding until resolved.
- Work with Real Estate Director updating on all outstanding legal matters. Track and monitor progress of all cases outstanding until resolved.
- Support all office relocations and lease terminations.

### Agency Reporting (10%)

Participate in all monthly and ad hoc reporting as required by the Executive Director including but not limited to:

- Vacancy Reports
- Pending Legal Actions
- Maintenance Repairs

- Lease management

**Real Estate Development (20%)**

- Support Real Estate Director on all administrative tasks pertaining to real estate budgets, proposals and related administrative duties to support real estate business development.

**Facilities Management and Coordination (20%)**

- Coordinate meetings with vendors, suppliers, prepare bids for approval.
- Expense Report/Expense Management (e.g., gas receipts, credit card expenses etc.).
- Monitor and track Foothold repair system requests.
- Manage all lease and property management compliance documents.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

- Strong Microsoft office skills (excel, word, power point etc.)
- Knowledge of Yardi or real estate software a plus
- Strong organization, time management, data management and administrative skills
- Good analytic skills
- Attention to detail
- Good customer service skills
- Team player
- Knowledge of real estate, facilities maintenance and repairs and/or experience with government contracts preferred
- College degree preferred

**NOTE:** This job description reflects management’s assignment of essential and secondary functions. It does not prescribe or restrict the tasks that maybe assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

My signature below indicates that I have reviewed and discussed the job description with my supervisor.

\_\_\_\_\_  
EMPLOYEE - PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE