



Affordable Housing Administrative Assistant

Job Description

This position will focus on the administrative aspects of the affordable housing program for our affordable housing clients. More responsibilities and hours may be available in the future.

Responsibilities include managing multiple administrative tasks at one time; answering emails, sending out applications, keeping and up to date waiting lists, returning phone calls, creating documents, creating email invitations, excel reports, files, contracts and signings, PDF's and working with Constant Contact.

Experience with mass emails and Microsoft office a must.

Job Type: Part-time

Salary: \$18.00 - \$22.00 per hour

Schedule:

- Choose your own hours
- Day shift
- Monday to Friday

Supplemental pay types:

- Bonus opportunities

Work Location: Hybrid remote in Pine Beach, NJ 08741

Respond to: rehabco@aol.com