



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

CLERICAL AIDE

Department:	Asset Management	Reports to: Housing Manager /designee
Job Type:	Full-time -Regular /Non-Union	FLSA Code: Non-Exempt /Hourly
Rate:		Minimum:
Internal Posting:	12/16/2021	
Posting Expires:	12/26/2021	

General Statement of Duties

Reporting to the site Housing Manager or site designee, responsible for general clerical duties including handling a large volume of calls, greeting guests, data entry, filing, maintaining records, scheduling appointments, answering tenant requests, verbal and written communication, and all related duties as required. This position will support several PCC properties.

Key Duties/Essential Job Functions

1. Handle high volume of calls including resident and vendor inquiries.
2. Type a wide variety of materials including correspondence, reports, resident/property records.
3. Maintain all files and records associated with operation of the office.
4. Perform data entry related to work orders. Knowledge of Yardi a plus.
5. Be available to work at other Park City Communities offices as needed.
6. Operate common office equipment such as computer, printer, calculator and copy machine.
7. Coordinate with Housing Manager the scheduling of site meetings and/or events.
8. Interact with Housing Managers and residents in a professional manner at all times.
9. Able to learn new systems, processes quickly in a fast-paced environment.
10. Perform other duties as assigned.

Qualifications/Education

High School Diploma or equivalent with a minimum of one-year clerical experience. Minimum of one year in a similar role. Completion of relevant Business School courses may be substituted for six months of required experience. Ability to make moderately complicated arithmetic computations. Must be computer proficient. Ability to make independent judgments on problems and issues. Excellent verbal and written communication skills. Requires a functional knowledge of affordable housing development. Must have the ability to listen and communicate with a diverse group of individuals. A cooperative team player and possess a patient service-oriented attitude. Work independently with minimal supervision.



Working Conditions/Physical Requirements

Typical office environment and able to attend meetings, trainings, and travel to PCC sites unaccompanied.

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