

JOB ANNOUNCEMENT

POSITION: Executive Assistant Full-time

SALARY: D.O.E. + full benefits

DESCRIPTION OF COMPANY: Caritas Management Corporation (CMC) is a wholly-owned, for-profit subsidiary of Mission Housing Development Corporation (MHDC). Created in 1983, CMC now manages over 1,500 affordable housing units for MHDC and various other non-profit, community based organizations in San Francisco. The types of housing range widely, from single room occupancy hotels to apartment buildings for families and seniors. CMC's services include financial management, rent-up and on-going leasing, maintenance, janitorial and security. Minority-owned and operated, CMC's philosophy of tenant-supportive and fiscally sound management.

DESCRIPTION OF POSITION: The Executive Assistant provides high-level support for the President and Director of Property Management, including heavy calendar management and successful coordination of business meetings includes scheduling meetings and confirming appointments. This position may also be asked to screen visitors or calls to determine what level of support is needed while providing professional customer services. This position requires the ability to handle multiple tasks. The position will be able to complete high volumes of tasks with minimal guidance or supervision while maintaining an awareness of deadlines. The position must be skilled at anticipating and solving problems, focused on details, manage multiple priorities and organize logistics. This position requires the ability to develop correspondence on behalf of the President and Director of Property Management. The position will work in a team environment and build effective working relationships inside and outside of the company.

QUALIFICATIONS:

- 3-5 years or more of experience as an executive administrative assistant.
- Bachelor's Degree a plus.
- Oral and Written Comprehension and expression – Ability to listen to, understand and speak so others can understand ideas and information presented verbally. Must be able to distinguish the sounds made by emergency equipment from other environmental sounds. Ability to read and understand communicate information ideas in writing so others will understand.
- Problem sensitivity/Deductive Reasoning- Ability to tell when something is wrong or is likely to go wrong and then apply general rules to specific problems to produce answers that make sense. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems and considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Mathematical skills- Ability to add, subtract, multiply, and divide, using whole numbers, fractions, and decimals. Ability to compute rate, ratio, and percent.
- Ability to generate written correspondence, reports and documentation.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).

TO APPLY:

Send resume and letter of interest to:

Caritas Management Corporation
1358 Valencia St.
San Francisco, CA 94110

Or

Email: caritasHR@caritasmanagement.com

EQUAL OPPORTUNITY EMPLOYER

Caritas Management Corporation ("CMC") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: CMC will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties.