

JOB ANNOUNCEMENT

POSITION: Facilities Coordinator, 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 position is responsible for provide customer service and clerical support for CMC's Maintenance Department. Reports to the Facilities Supervisor. Answers and directs incoming phone calls or takes accurate written messages and forwards them appropriately. Communicates with residents, staff, management, visitors & other agencies in a manner which creates a positive image of the company. Accepts, properly processes & records maintenance service requests in work order log. Processes invoices for review by Facilities Supervisor. Maintains CMC's maintenance file system. Updates and maintains CMC's contractor approval system and approved vendor listings. Assists with coordination & dispatch of Handypersons & contracted workers. Prepares CMC's monthly maintenance and security billing. Assists with ordering and inventory of maintenance, janitorial and other supplies. Updates OSHA log for Maintenance Department. Updates annual Maintenance Plans. Assists to prepare written materials for CMC's safety meetings. Performs other clerical duties as assigned.

QUALIFICATIONS:

- At least 2 years of administrative assistance experience. Previous experience in document creation, filing, customer service, reception and completing projects with minimum guidance.
- Ability to listen to, understand and speak so others can understand ideas and information presented verbally. Ability to read and understand communicate information ideas in writing that others will understand.
- Ability to 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.
- Ability to add, subtract, multiply, and divide, sing whole numbers, fractions, and decimals. Ability to compute rate, ratio, and percent.
- Demonstrated knowledge on Microsoft Office programs such as word, excel, outlook and Yardi system are essential.

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.