



## **Administrative and Maintenance Specialist**

We are always looking for those creative, passionate people who want to be part of a team dedicated to improving the wellness of each client we serve. Our culture is one where every employee is provided with a clear path towards growth and development. Training and Mentor-ship is provided, and here your ideas and problem solving abilities are rewarded. We are a premier Homeowners Association Management Company and we have an exciting career opportunity for an experienced Administrative and Maintenance Specialist. This is a full-time, hourly, non-exempt salary position.

The Administrative and Maintenance Specialist will perform a variety of duties that include a high volume of customer service phone calls and emails and general and specialized administrative duties. The ideal candidate will be proficient in Microsoft Office, have proficient writing skills, be extremely detail oriented and be able to work independently with a positive attitude at all times. The ideal candidate will also be flexible, able to work in a fast paced environment and able to learn new procedures and information quickly and efficiently.

### Additional Required Qualifications include:

- Strong communication skills-verbal and written to include impeccable grammar, spelling and punctuation
- The ability to simultaneously manage and be accountable for multiple projects and tasks
- The ability to follow through on tasks and deadlines with minimal supervision.
- The ability to work independently and as part of a team
- The ability to solve problems, offer solutions, think logically and have a quick and retentive memory
- Strong organizational and filing skills
- Is flexible, independent, accurate, thorough and customer service oriented
- The ability to interact professionally via email and over the phone with a variety of other departments, vendors and clients determining their needs and providing answers and solutions
- The ability to operate general Office machines to include postage and folding machines and copiers

If you meet and/or exceed these requirements, please submit your resume immediately. A college degree and/or previous administrative experience are strongly desired. Candidate must be punctual, dependable and reliable. Compensation will be determined depending on education and experience.

We are an equal opportunity employer.