



Office Assistant/Receptionist

Interested in affordable housing and mission-driven community development?

Do you desire to be a member of a mission-based organization that makes valuable contributions to the communities we serve? Do you enjoy working as a part of a committed and dynamic team? If so, ***read on!***

Community Asset Preservation Corporation (CAPC) is nonprofit who acquires vacant and abandoned properties to stabilize and revitalize communities. CAPC collaborates with local community builders and contractors to repair and return properties to the market as quality, affordable homes. Our CAPC Property Management arm oversees the operations of more than 300 properties across the state.

CAPC is a wholly owned subsidiary of [New Jersey Community Capital](#) (NJCC), New Jersey's leading community development financial institution. NJCC provides innovative financing and technical assistance to nurture the creation of quality homes, educational facilities, and employment opportunities in under-served communities in New Jersey.

We're currently looking for an experienced, flexible, and ambitious person to work with our Property Management team in Newark New Jersey.

What you'll do:

The Office Assistant/Receptionist supports the Property and Asset Managers and be responsible for all the administrative duties involved in managing the property office. You will:

- Answer all calls and transfer to the right person using our multi-line phone system.
- Greet and provide assistance to visitors & clients.
- Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
- File and retrieve corporate documents, records, and reports.
- Pickup, open sort and distribute mail, faxes, and bank deliveries.
- Prepare responses to correspondence dealing with routine matters.
- Prepare various forms and documents required by the business.
- Perform general office duties such as ordering and maintaining office supplies and performing basic bookkeeping work.
- Assist with rental applications, leases, renewals and may act as a leasing agent.
- Assist and report tenants' requests, questions, problems, and complaints.
- Provide daily communication with government agencies, offering assistance as needed about various properties and locations.
- Collect quarterly and annual compliance reports and financial statements from borrowers.
- Assist in preparing quarterly and annual reports on loan and portfolio activity, including financial analyses and covenant compliance.

The skills you'll need

We're looking for people who are motivated and driven to develop their career. To be successful in this role, you'll:

- Want to work in a service oriented, small office work environment, and you possess flexibility and an enthusiastic work-ethic, and be inspired by CAPC's NJCC's mission to strengthen communities.
- Have a minimum of 3 years' experience as an administrative assistant or related job.
- Ser fluente en Español o Português.
- Be proficient with Microsoft Office programs.
- Must be willing to work weekends.
- Have tremendous organization and prioritizing skills.
- Be able to demonstrate your great communications skills.
- High school diploma, extra points for an Associate's or Bachelor's degree!

What else you'll need to know

At our core, is all about creating thriving communities. We do this through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented and diverse staff, and motivating environment.

Check us out – do a deep dive in our New Jersey Community Capital [Glassdoor profile](#) and at our websites, www.newjerseycommunitycapital.org and www.capcnj.org

We offer a competitive nonprofit salary based on experience and skills, as well as a generous benefits package including: health, dental, disability and life insurance; 401(k) savings plan after one year's service; flexible spending accounts (medical, dependent care, and transportation); and 23 paid leave days (includes sick, personal, and vacation) plus 12 paid holidays. NJCC's office is located at 108 Church St. in New Brunswick, NJ, only two blocks from the train station.

NJCC embraces diversity and equal opportunity in a serious way – your application will be considered without regard to demographics. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. (To meet certain customer requirements, we need to also say it this way: *All qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.*)

To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter, [salary requirements](#), and your résumé to hr@njclf.com. Please include "Office Assistant – **Your Name**" in the email's subject line.