



January 29, 2016

Position: Office Manager – Part Time (25 hours/week)

Organization: King Park Development Corporation

Due Date: Résumé due by 5 PM on February 5, 2016

Benefits: Hourly wage commensurate with experience

Duties: Core Responsibilities

- Provide general administrative and clerical support to management including mailing, scanning, word processing, faxing, and copying
- Answering telephone calls, receiving and directing visitors;
- Managing relationships with vendors and service providers, ensuring that services are performed, properly invoiced, and promptly submitted for payment;
- Ordering office supplies, processing mail, and other clerical functions;
- Maintaining electronic and hard copy filing system;
- Performing property management activities, including:
 - Maintaining tenant files;
 - Processing service requests, client inquiries, and referrals;
 - Advertising, showing, and inspecting vacant units;
 - Preparing leases and other documents;
 - Ensuring compliance with occupancy policies and procedures
- Actively engage with stakeholders and the community;
- Assist with strategic planning and plan implementation.

Qualifications: Desired Qualifications

- High School Diploma or higher, relevant experience preferred;
- Strong communication skills;
- Proficiency with Microsoft Suite;
- Demonstrated initiative, professionalism, and problem-solving ability, with high-level organizational and analytical skills.
- Excellent oral and written communication skills;
- Ability to work with diverse partners and stakeholders in a team environment.

Interested candidates should submit résumé to info@kingpark.org by 5 PM on February 5, 2016. Electronic submissions only. NO PHONE CALLS, PLEASE.

EOE M/F/D/V