

# **SLEMON PARK CORPORATION**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Administration Assistant

**REPORTING TO:** VP Property Management

**Date of Preparation/Revision:** December 2022

### **POSITION SUMMARY:**

Slemon Park Corporation manages Slemon Park, a Business and Residential Community with a focus on Aerospace, Training, and Real Estate Development. The Property Administration Assistant is a key position providing direct administrative support for the Vice President Property Management's Office and Residential Housing Manager.

### **PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:**

1. Act as point of contact between managers, staff, and internal/external clients.
2. Provide high-level, daily, administrative support to managers such as screening and routing calls, managing schedules, and drafting correspondence materials.
3. Greet, direct and/or assist visitors and delivery personnel.
4. Create, modify, and manage business documents (PowerPoint, Word, Excel, Google Docs) with a high level of proficiency and careful attention to detail and formatting.
5. Receive, create, and issue work order requests via phone, email, VUEWorks service request portal. Process work orders when complete.
6. Coordinate required maintenance between residential/commercial tenants and Slemon Park Maintenance.
7. Handle purchasing and ordering of property management and heating plant materials.
8. Complete key request forms, maintain records for Best Lock Access System, and maintain Property Admin key box.
9. Maintain and operate door software and programming of all key fob types.
10. Create/maintain afterhours property management schedule and transfer afterhours calls to scheduled technician every Monday.
11. Maintain and operate Push to Talk system.
12. Maintain uniform inventory and distribute orders each Fall and Spring to staff.
13. Assist VP Property Management with scheduling annual medical tests and preparing documents for annual criminal record checks for Property Management staff.
14. Register company owned vehicles annually and issue paperwork to appropriate departments.
15. Maintain water and wastewater sampling reports.
16. Receive and process all incoming/outgoing mail.
17. Order, program, and issue vehicle fuel cards.
18. Maintain packing slips and outstanding purchase order files.
19. Process invoices.
20. Maintain and order supplies as required.

21. Assist in boardroom and kitchen duties.
22. Maintain Slemon Park Employee, Commercial Tenant and Residential tenant contact information.
23. Update Residential tenant insurance.
24. Schedule Residential rent repayment when necessary.
25. All other duties as required.

### **POSITION SPECIFICATIONS:**

#### Education and Experience:

Post-secondary diploma in office administration or equivalent experience

#### Skills and Knowledge:

Proficient with Microsoft Word, Excel and PowerPoint. Good interpersonal communication and organizational skills.

### **WORKING CONDITIONS**

#### Scheduled working hours:

This is a full-time position with regular office hours.

#### Physical, mental, and visual:

This position requires the ability to attend to details, ensuring documentation and reports are accurate and complete.

### **COMPENSATION AND BENEFITS**

Salary – \$18.00/hr to \$21.60/hr

Vacation – Starting at two weeks per year

Benefits – Long-term disability, health, dental, life insurance and pension