



Job Listing Administrative Assistant

Posted: October 2, 2017

The Greater Syracuse Land Bank is seeking applications for a full-time Administrative Assistant. Founded in 2012, the Land Bank is local public authority devoted to the redevelopment of vacant, abandoned, and underutilized properties throughout Onondaga County. Please review www.syracuselandbank.org for more information on the Greater Syracuse Land Bank, its programs, and its mission. This employee will be one of seven staff persons on a small, professional team and will report directly to the Land Bank's executive director. We are seeking an energetic team-member who possesses a broad range of skills, the flexibility and willingness to tackle special projects as they arise, enthusiasm for our public purpose, and interest in learning and broadening your skill-set over time.

Responsibilities

This staff person will function as the primary customer-service representative for callers and walk-in customers, assistant to the executive director, and will be responsible for general administrative tasks and special projects as assigned.

Primary responsibilities include:

- Answering the Land Bank's main phone line and responding to general inquiries about the Land Bank's properties and programs
- Explaining the Land Bank's purchase process and application requirements to potential buyers and scheduling showings for listed properties
- Fielding complaints about property maintenance and directing them to the appropriate staff person or maintenance contractor for prompt attention
- Taking messages for other land bank staff and, upon request, coordinating and scheduling meetings
- Sorting and responding to correspondence
- Assisting the executive director in preparing materials for and taking minutes at the board of directors' meetings
- Assisting with the processing of property purchase applications – this may include reviewing applicants' qualifications, outreach to applicants for additional information, ordering appraisals, etc.
- Develop and post content on Land Bank's website, social media pages, and electronic newsletters
- Perform other administrative and data management tasks and duties, as assigned

Qualifications

Applicants should:

- Be proficient with the Microsoft Office Suite
- Possess excellent written and verbal communication skills
- Possess a bachelor's degree or three years of administrative experience

- Demonstrate attention to detail and comfort understanding complex processes – you will need to quickly learn about the Land Bank’s operations and communicate a broad range of information to customers in person and over the phone in a clear and concise manner
- Represent the organization with a high degree of professionalism and capacity to represent the organization to the public, calmly address customer complaints, and explain the purchase process to potential buyers
- Display a strong work-ethic and interest in the organization’s mission
- Be willing to learn new skills and assume additional responsibilities. Describe in your cover letter your willingness, ability, and interest in assuming some or all of the “additional responsibilities” listed above.
- Must reside in or be willing to move to Onondaga County

Experience with Adobe fillable forms (creating and editing) and MS Access or comparable database management software is preferred.

To Apply

Submit a resume, including two references, and a cover letter to info@syracuselandbank.org with “Administrative Assistant Application” in the subject line by 5:00 PM Monday, October 9, 2017. Interviews will be scheduled for the following week and the board of directors may consider voting to approve a hire on October 17, 2017. Start date may be as soon as October 18.

Salary and Benefits

Salary: DOE

Benefits include matching contributions to an employee retirement savings account (matching 1:1 up to 5% of employee salary), generous employer contributions to health, dental, and vision insurance, and 16 days of paid time off per year (sick and vacation time combined). In addition, the GSLB observes ten paid holidays each year.

Questions

Contact Katelyn Wright, Executive Director, at (315) 422-2302 or kwright@syracuselandbank.org (email preferred).