



**Administrative Assistant Position
Somerset Development Company**

Description of Work

Somerset seeks a qualified candidate to serve as a part time Administrative Assistant to the Somerset Staff. The successful candidate must be results oriented, be able to manage work assignments efficiently, and be able to work well with other team members, with an ability to work independently once assignments are made. The Administrative Assistant's duties and overall responsibilities include providing administrative support to ensure efficient operation of the office through supporting managers and employees through a variety of tasks related to organization and communication. The Administrative Assistant will report to the Managing Director and will work closely with principals and team members to provide administrative support in the office for approximately 20 hours a week.

Somerset Development Company

Somerset Development Company, LLC specializes in revitalization of urban communities. Based in Washington, DC, with an office in Baltimore, MD, the company develops and preserves affordable housing, renovates historic properties, and develops mixed-use properties that strengthen local communities. Somerset is committed to smart growth and sustainable urban communities, with an emphasis on transit-oriented and green development. Somerset has a strong record of partnering with tenant associations, community organizations, local businesses, and the public sector that share Somerset's vision of building stronger communities. Somerset has developed affordable and market rate multi-family rental housing, mixed use and home ownership projects in Washington, D.C. and Baltimore with over 2,270 residential units, retail spaces and new community buildings developed or under development.

Please visit our website at www.somersetdev.com.

The position's responsibilities include the following:

- Maintain supply inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Answer and direct phone calls with clear and effective communication.
- Greet and direct guests and deliveries.
- Assure shelves, plans and all public/shared areas are properly organized and maintained.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Maintain computer and manual filing systems.
- Produce and distribute correspondence memos, letters, faxes and forms.
- Organize and schedule meetings and appointments.

- Assist Principals and various teams with special projects as needed

Requisite Skills, Qualifications, and Experience

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent written and verbal skills in English
- Demonstrated ability to work as a member of a team in a small office environment
- Excellent attention to detail and organizational skills
- Attention to detail and problem solving skills
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent computer skills including advanced proficiency in Microsoft Word, Excel, Power Point, Outlook, and Adobe
- General knowledge of affordable housing or real estate is a plus

The candidate should have, at a minimum, an associate's degree, or relevant experience and/or training, and demonstrated abilities and experience to undertake the job. An undergraduate degree is a plus.

Prorated paid vacation, holidays, and sick leave to reflect a par time schedule.

Salary commensurate with demonstrated experience.

To Apply

Please send a cover letter and resume to akamara@somersetdev.com