



**NEIGHBORS OF
WATERTOWN, INC.**

**A Neighborhood Preservation Company
Serving Watertown Since 1969**

Administrative Assistant

Summary/Objective

Neighbors Of Watertown, Inc. (NOWI) provides a variety of quality affordable housing opportunities to the residents of the City of Watertown and Jefferson County. These opportunities range from rental units to homeownership programs and owner occupied housing rehabilitation.

We are currently seeking an Administrative Assistant.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Answer phone calls and route them to the proper personnel
- Greet walk-ins and provide any needed information to them
- Receive clients that have appointments
- Accept tenant rent payments and write receipts
- Process incoming and outgoing mail
- Prepare brochures, mailings, etc.
- Type letters, notices, etc.
- Input data into the computer
- Inventory office supplies and reorder as needed
- Adhering to the set work schedule and all other company policies.

Competencies

- Basic working knowledge of Word and Excel
- Excellent customer service skills
- Works well with other staff to obtain needed information
- Ability to work independently, juggle priorities, and schedule duties appropriately

Required Education and Experience

- High school diploma or GED.



AAP/EEO Statement

Neighbors of Watertown, Inc. provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.