Facilities Management Assistant - Summer 2017

POSITION INFORMATION

Employer: Project for Pride in Living
Division: N/A
Title: Facilities Management Assistant - Summer 2017

Description: Summary: Project for Pride in Living (PPL) serves individuals and families struggling with poverty, limited education, and other complex barriers. Our mission: PPL builds the hope, assets, and self-reliance of individuals and families with lower incomes through transformative affordable housing and employment readiness services.

The Property Management Division is a fast-paced unit of PPL that manages over 1,100 affordable rental units in Minneapolis and St. Paul neighborhoods and first-ring suburbs.

Responsibilities & Duties:
• Support functions of the Facilities Management team by working collaboratively with property management, maintenance staff, tenants, vendors and service providers.
• Create and update spreadsheets accurately.
• Contact vendors by phone and email for information at staff direction.
• Prepare billing-related mailings for residents and vendors.
• Internet research projects.
• Data entry, sorting and categorizing invoices.
• Updating Work Order Lists for Maintenance staff.
• Assist with photocopying, mailings, info packets, and filing.
• Other projects as assigned to support Facilities and Property Management functions.

Location:

LOCATION
Nationwide
no
City
Minneapolis
State/Province
Minnesota
Country
United States

Position Type: Entry Level Job (< 3 yrs), Full Time, Part Time, Paid, Internship

Desired Class Level(s): Freshman, Sophomore, Junior, Senior, Alumnus

HOW TO APPLY

Requested Documents:
Resume
Cover Letter

IMPORTANT DATES

Posted On: May 01, 2017
Applications Accepted Until: Jun 30, 2017

DEFAULT EMAIL FOR RESUMES

stephen.buck@ppl-inc.org

CONTACT INFORMATION

Employer: Project for Pride in Living
Name: Julie Huck
Title: PPL Volunteer Manager
E-mail: julie.huck@ppl-inc.org
Phone: 612.455.5111
Work Authorization: US Citizen, Permanent Resident

Salary Level: $12/hour

Job Function: Business Operations, Services, Administration, Community Service, Non-Profit, International Development, Social Services, Statistics, Analysis, Consulting, Urban Planning and Development

Desired Start Date: May 19, 2016

Duration: Summer-through 9/1/17 (flexible start/end date)

Approximate Hours Per Week: 30-40

Travel Percentage: No Travel

Qualifications:
- Self-starter and self-directed, ability to work independently on assigned projects
- Skilled Excel spreadsheet user
- Good communication, organization, time management, and problem-solving skills
- Responsible, detail-oriented, patient
- Ability to collaborate with people from diverse backgrounds
- Ability to work with Word, Excel, and internet.