

RIHousing – Facilities and Operations Assistant

Part-time Position - \$25 per hour

RIHousing is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

What it's all about:

This part-time, 20 hours per week, position is accountable for providing facilities and operational support to the Manager, Facilities Operations and other senior staff, as necessary.

What you'll do on a daily basis:

This position performs various administrative, facilities, operational, and customer service functions, as well as providing organizational support to the Manager, Facilities Operations and Chief Administrative Officer. Since this position is not routine in nature, the incumbent must be flexible, well-organized, and able to set priorities and work independently to complete assigned projects. They project a positive corporate image through professional and courteous contact with all constituencies.

A sampling of the incumbent's daily tasks is as follows:

- Work with the Supervisor Office Services on daily tasks,
- Stocking and replenishing of office supplies,
- Inspect cafeteria, kitchenettes and bathrooms for cleanliness and adequacy of supplies (paper goods, soaps, sanitizing products).
- Restock supplies when necessary and report any cleaning that needs to be done to the Supervisor.
- Retrieve supplies, vending machine supplies, and catering supplies from local stores, including, but not limited to (BJ's, Stop & Shop, Market Basket, etc) for varying products such as milk and snack items used for vending machines and corporate events).
- Assist with responding to service tickets for office supplies, light maintenance, and ad hoc tasks as needed,
- Assist vendors such as WB Mason, Aramark, Iron Mountain, and others, with pick-up and deliveries and offer support to the Supervisor Office Services on ordering products.

A major focus of this position is to provide assistance in receiving and sorting incoming mail, as well as delivering mail to RIHousing departments throughout the corporate offices. Incumbent will also be responsible for processing all routine outgoing mail as well as FedEx/UPS packages and assist departments with special or bulk mailing projects.

Incumbent will also provide support for the building maintenance team on minor work details (must be capable of lifting 50lbs.); attend events with maintenance staff to assist in set-up and break-down; and handle other assignments at the direction of the Supervisor Office Services and the Manager, Facilities Operations.

What you'll bring to the team:

- Work with Supervisor Office Services on daily tasks regarding inspection and supplying of related products for the cafeteria, kitchenettes, bathrooms, etc.
- Assist with vendors delivering to RIHousing and preparing products for vendor pick-up.
- Assist with ordering office supply items via online systems such as Amazon, WB Mason
- Provide light support to maintenance staff on assignments, as needed
- Serve as the primary contact for all incoming and outgoing mail procedures; including receiving, sorting, and delivering mail to all divisions; and assist divisions on bulk mail projects when required
- Assist Manager, Facilities Operations on varying projects, as assigned
- Project a positive corporate image through professional and courteous contact with all management, staff, vendors and guests

What you'll need to succeed:

- Three to five years of administrative experience, preferably in the property management or maintenance field
- Have a valid driver's license
- Ability to lift 50 pounds and have basic knowledge of using various tools
- Knowledge of computers and online ordering processes as well as word processing and spreadsheet software packages
- Good communication and organizational skills
- Ability to work in a multi-project environment
- Bilingual ability preferred (particularly Spanish)

Not sure you meet all the qualifications? Let us decide!**Why RIHousing:**

- Mission-Driven Organization
- Dedicated Workforce
- Competitive salary
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours
- If Position Eligible, Future Hybrid Work May Be Available
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of "Best Places to Work" 2016, 2018, 2019, 2021, 2022, 2023 & 2024
- PBN's Worksite Health Award 2013-2023
- PBN's Diversity Equity Inclusion Award 2023

RIHousing strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable, and innovative lending programs.
- Provide housing-related education to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

RIHousing uses its resources to provide low-interest loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners and fellow employees.

Please apply through our career site: <https://www.rihousing.com/careers/>

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