



Explore a career at EAH Housing.

Start or continue a career in real estate development and management with EAH Housing. We are looking for talented and skilled professionals as we expand our property portfolio throughout California and Hawai`i. As a mission-based nonprofit organization and industry leader for more than 50 years, we live up to our values, and work to create opportunities to empower people to live better lives. Join us and make a difference today.

What we offer.

We offer a comprehensive benefits package that includes medical, dental, vision, disability and life insurance, as well as a 403(b) retirement plan with a 5% match. We also offer generous vacation accrual, holiday schedule, and work schedule flexibility.

We believe in work / life balance.

15 days of vacation per year (which increases based on years of service)
10 paid sick days per year
13 paid holidays
Flexible Start Times (REM Onsite Positions)

We take care of our employees.

Competitive Salaries
403b Retirement Plan with 5% company match
Employee Wellness Program
Comprehensive Medical Insurance Plans
Affordable Dental & Vision Insurance
Flexible Spending Account
EAP – Mental Health, Financial and Legal Services
\$1,500 Employee Referral Program
EAH University, an in-house training program

This position is for a full-time Receptionist to work at Markham Plaza II, a 305-unit affordable family housing community in San Jose, CA. This is a tax credit property. Qualified Candidates will have skills in Microsoft Word, Excel, and Publisher. Previous experience in a Property Management setting a plus. Salary range: \$21.00 - \$31.50 per hour; **hiring range for new employees is generally \$21.00 - \$26.25 per hour, DOE.** Please note an offer will take into consideration the experience of the final candidate and the current salary level of individuals working at EAH in a similar role.

COMPANY OVERVIEW

Established in 1968, EAH Housing is one of the largest and most respected nonprofit housing development and management organizations in the western United States. EAH develops low-income multifamily housing, manages more than 222 properties throughout in California and Hawai'i, and plays a leadership role in local, regional, and national housing advocacy efforts.

EAH Housing puts its core values into action every day as our staff of 700 people serves 25,000 residents in 87 municipalities. We offer competitive wages, comprehensive benefits, professional development, and invest in our employees through extensive training programs. Please visit our www.eahhousing.org to learn more about us, our culture, and how we strive to maintain excellence in everything we do.

For immediate consideration, please apply to requisition RECEP003863 on our website at www.eahhousing.org/careers

POSITION OVERVIEW

The Receptionist provides reception and general office support to all staff members with minimal supervision, and takes initiative in managing the flow of calls and visitors, using sound judgment and tact in all interactions. Responsible for mail distribution as well as additional clerical duties and understands and supports EAH's mission and core values.

RESPONSIBILITIES

- Greets and screens telephone and personal callers, referring matters to the appropriate staff member or handling them personally.
- Opens and date stamps incoming mail for all departments daily. Picks-up and delivers mail to post office when necessary and assists with larger mailing projects.
- Routes faxes appropriately.
- Processes invoices (for UPS, Kinko's, Fed Ex, blueprints, etc) by locating and attaching original receipts before routing.
- Maintains data base interest lists for projects.
- Maintains reception, break room and conference areas in an orderly manner, including recycling. Makes sure meeting rooms are kept clean and prepped for meetings.
- Accepts routine typing assignments and assists in mailings, filing, errands, data entry or other clerical tasks for all departments.

QUALIFICATIONS

- Must have High school diploma or GED
- Entry-level position. Relevant experience and/or training, preferred.
- Ability to word process at rate greater than 50 wpm preferred.
- Advanced MS Office software skills a plus

CRIMINAL BACKGROUND CHECK REQUIREMENTS

EAH Housing conducts criminal background checks on all candidates who have received a conditional job offer. Once you have received such an offer, you will be required to submit and pass our criminal background requirements. EAH also verifies education and employment history. Any verified discrepancy (resume or online application) may delay your background check results and/or affect your eligibility to work at EAH. Please be advised that certain roles may also require fingerprinting due to legal requirements. If onsite housing is a requirement of the position, any household members over 18 years of age who will be living onsite with the candidate must also undergo a criminal background check and tenant screening. Satisfactory completion of background check and fingerprinting requirements is a requirement of employment with EAH.

DRUG TESTING

EAH Housing requires all candidates who have received a conditional job offer to submit to drug testing within 72 hours from acceptance of our job offer. EAH Housing does not test for marijuana/cannabis. Satisfactory completion of drug testing is a requirement of employment with EAH.

EAH Housing is an AA/EEO/Veterans/Disabled Employer. CA BRE #00853495 | HI RB-16985

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