

Ibero-American Development Corporation (IADC)
JOB ANNOUNCEMENT

POSITION: Administrative Assistant

GENERAL JOB DESCRIPTION: Under the supervision of the President of IADC, the Administrative assistant will be responsible for maintaining corporate records, records of real estate transactions and customers' files. He/she will be responsible for the management and the secretarial support for the coordination of meetings and dissemination of materials for IADC related functions, its board and its related committees, the president of the Corp. and other corporate staff. The person in this position will act as recording secretary and transcribe minutes of committee meetings and Board, as deemed by the President. He/she will also maintain good relations with the tenants and other customers. He/she will serve as the first person of contact for all customer inquiries and complaints.

Description of responsibilities and typical work activities (not limited to):

- receives, reviews and distributes correspondence coming into the office
- provides clerical support to IADC staff
- assists with the organization and implementation of the home buyer education services
- serves as recorder for Board meetings and its committees
- prepares documents required for real estate transactions entered into by the Corporation
- maintains records on all properties acquired and/or sold by the Corporation, including closing statements and books.
- maintains, organizes and updates resource library
- makes travel arrangements for IADC staff
- maintains accurate inventory of supplies and equipment, including current serial numbers and such other information that may be required when filing claims for insurance reimbursement with assistance from the Property Manager
- reports any abuse, misuse, pilferage and misappropriation of agency supplies, equipment, postage metering instrument or any other property belonging to the agency or for which the agency has assumed responsibility
- maintains the Corporation's mailing list
- safeguards **confidential information**
- is available to work outside regular work hours
- participates in related agency and community activities
- any other duties as may be assigned from time to time by the President or its delegates

SPECIFIC REQUIREMENTS ARE:

- Bachelors or Associate degree in Secretarial Science and 3 years experience in a similar position.
- Some paralegal training or experience working in a Law office or real estate office.
- Must be bilingual in English and Spanish.
- Good written and oral communication skills.
- Proficiency with various types of office equipment, computer skills, typing 60 wpm.

A combination of education and experience other than the above may be approved by the President & CEO.

DEADLINE: March 31, 2009

MAIL RESUME TO: Eugenio Marlin
President & CEO
954 Clifford Avenue
Rochester, NY 14621