

Building Assistant

The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is to preserve, promote and develop the Seattle Chinatown International District as a vibrant community and unique ethnic neighborhood through its programs and services. For more information view www.SCIDpda.org.

There is an opening for a Part-time Building Assistant (30 hours/week) to work at one of SCIDpda's locations. Under the direct supervision of the Building Manager, the Building Assistant will provide services to residents, perform janitorial duties, and light maintenance and painting tasks. Building Assistants work closely with residents, housing applicants and SCIDpda staff to provide excellent housing services to the residents and its community.

Schedule flexibility is a condition of employment: person must be available to work additional hours as necessary for repairs, events and apartment turnovers.

Essential duties include:

- Perform janitorial tasks, light maintenance, and assist in the coordination of service requests
- Maintain and develop excellent resident relations as a representative of the SCIDpda
- Distribute resident notices and correspondence
- Respond to resident service requests, lock-outs and building emergencies
- Escort and assist service technicians, vendors and contractors as needed for the building
- Assist in conducting move-in and move-out inspections and property inspections when directed
- Respond to emergency calls and initiate action for problems that need immediate attention
- Inform Building Manager about vacancies, resident disturbances, maintenance problems/repairs and safety issues for residents and the building
- Performed other duties as assigned

Requirements:

- The individual must be able to perform each essential duty satisfactorily
- Ability to speak and write basic English, ability to speak and write Chinese is desirable
- Ability to work within a schedule to complete tasks and to set expectations
- Ability to work around and clean unsanitary situations
- Personable, and customer service and detail oriented
- Pleasant and positive attitude
- Good organizational skills; ability to prioritize and handle multiple tasks with frequent interruptions and changes in priorities
- Experience working with a culturally and linguistically diverse population

Education & Experience: High school education. Any combination of experience and training that will provide the ability to carry out the essential duties and requirements.

Physical Demands/Working Conditions: The physical demands here are representative of those that must be met by an employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Work is performed in a resident building environment with a low to medium noise volume
- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk and sit
- Ability to lift at least 40 pounds, work with cleaning products and paint
- Frequent contact with residents and potential tenants

To apply send completed SCIDpda employment application, and resume and cover letter to: SCIDpda, Attention: Human Resources, P.O. Box 3302, Seattle, WA 98114 or via fax: 206-467-6376.