



Shared Services
Administrative Assistant – Part Time
Fond du Lac

ADVOCAP, Inc., is a recognized leader in anti-poverty and self-sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

The primary responsibility of the Administrative Assistant is to provide support to staff in maintaining appropriate records on properties owned and managed by ADVOCAP, and on tenants, homeowners and rehabilitation projects.

Job Requirements:

- Strong communication and organizational skills
- Ability to understand and relate to the needs of low-income people
- Proficient with word processing, database, and spreadsheet applications
- Ability to produce accurate, grammatically correct, and professional documents
- Real-estate property management experience preferred
- Self-starter, good listening skills, and a positive attitude
- Team player willing to help wherever needed or requested
- Pass a Criminal Background Check and drug screen

This position is scheduled to work 28 hours a week (negotiable schedule). Minimum pay is \$16.05/hr. Work schedule is Monday – Friday 1st shift

Benefits offered include: vacation, sick and holiday pay, 401k/Retirement option

Resumes and/or applications, with cover letters, submitted by 11/21/22 will receive primary consideration; resumes will continue to be received until position is filled.

Send to: ADVOCAP Inc., Human Resources

PO Box 1108

Fond du Lac, WI 54936-1108

or email to hr@advocap.org or FAX: 920 922-7214

www.advocap.org

AA/EOE