

**The Lower East Side People's Mutual Housing Association, Inc.  
File Clerk/Administrative Assistant**

**Summary**

Setup and maintain all corporate files whether tenant, entity or archive in conformance with LESPMHA system and perform administrative duties as needed.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Remove and disburse requested files daily

Re-file returned files daily

File all other materials on a timely basis

Update and check files for errors weekly

Setup files as needed by entity

Maintain file room, and archives, keeping them clean and orderly

Maintain file location diagram so files can be accessed in the File Clerk's absence

Submit quarterly dated report for all entity files

Box up specific files to move to archives yearly

Type projects and letters as requested

Cover Front Desk Position when Receptionist is out to lunch, on vacation or unavailable

Assist with special projects as needed

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<b>Salary:</b>	\$32,000 annually
<b>Benefits:</b>	Health and Dental Insurance Paid Sick and Vacation Days
<b>Schedule:</b>	Full-time - Monday to Friday 9am to 5pm
<b>Qualifications:</b>	Ability to work independently and with others Knowledge of filing system Proficiency with MS Office Strong organizational skills

**For interested applicants please email your resume to [ronag@lespmha.org](mailto:ronag@lespmha.org)**