



Job opportunity | Administrative Assistant – Lending Team

Are you interested in working for a dynamic, mission-driven organization? Would you like to be part of a high-performing team providing financing for affordable housing across Massachusetts?

The [Massachusetts Housing Partnership](#) (MHP), a mission-driven, public non-profit agency, is a national leader in affordable housing finance. With funding from banks, Fannie Mae, and through the FHA multifamily programs, we are a primary lender in Massachusetts for the financing of affordable and mixed-income rental housing, with over \$1.4 billion in loans financing nearly 25,000 apartments across Massachusetts.

We are seeking an individual with excellent administrative and organizational skills to join our Lending Team.

Description: The Administrative Assistant will provide direct administrative and technical support to the Lending Team. Responsibilities will include database management including data entry and reporting, assistance in generating and compiling multi-page PDF packages for internal and external distribution, coordination of registrations for events, meeting scheduling, check processing, administrative support for the loan funding process with MHP's capital sources, goals performance tracking, and providing additional administrative and technical support to the Lending Team.

Qualifications: The ideal candidate will be deadline driven and precise, have exceptional organizational skills, have high proficiency with Microsoft Office (Word, Excel, Outlook) and Adobe Acrobat, have experience with database management and reporting, have strong writing and interpersonal skills, and be able to work independently and manage multiple tasks in a fast-paced environment. Demonstrated interest in affordable housing is a plus. Bachelor's degree or at least three years of related job experience is preferred.

Salary: Commensurate with experience. MHP provides a comprehensive benefits package including health, life, dental, and disability insurance, flexible spending accounts, a public transportation benefit, tuition reimbursement, and a fully vested employer-matched retirement plan. MHP is an Equal Opportunity Employer.

To apply: Please send a cover letter (**required**) and resume to Ivette Timberlake, MHP, 160 Federal Street, Boston, MA 02110. E-mail: mhphr@mhp.net