



**PIMA LEASING &
FINANCING CORPORATION**

Job Title: Leasing Department Administrative Assistant

Salary: \$34,000-\$55,000 (DOE)

Status: Exempt and Non-Supervisory

Reports To: Real Estate Leasing Manager

The Leasing Department Administrative Assistant assists the Leasing Department with monitoring and providing business support to all land lessees that have Agreements, Leases and Permits with the Gila River Indian Community (Community) on Community trust lands.

DUTIES AND ESSENTIAL JOB FUNCTIONS:

- Conduct all property management for Pima Leasing & Financing Corporation (PLFC) leases, including conducting routine site visits and submitting work order requests to Gila River Indian Community Facilities Maintenance/Outside Vendors
- Assist Real Estate Leasing Manager with the Gila River Community Development Proposal Review Process for the Community, Community stakeholders and the Bureau of Indian Affairs (BIA).
- Receive, record, submit and track leases and related documents to various Gila River Indian Community committees (e.g., Community Office of General Counsel, PLFC Board, Economic Development Standing Committee, Natural Resources Standing Committee, and BIA).
- Organize and maintain the commercial lease database and documents in both digital and physical formats, while ensuring audit compliance.
- Provide administrative support to the Real Estate Leasing Team as needed, including receiving and directing incoming calls; preparing and metering outgoing mail; and scheduling in person and virtual meetings.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Exceptional customer service to provide Community support for existing and potential lessees.
- Advanced verbal and written communication skills.
- Ability to work independently, maintain strong interpersonal skills and exercise sound judgment.
- Ability to conduct duties in a professional and confidential manner.
- Must be a self-starter who can multi-task and meet time sensitive deadlines.

- Possess an understanding of real estate lease transactions, development process and compliance requirements.
- Knowledge of the economic, educational, and social background of the Gila River Indian Community and its Government.
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook.

REQUIRED LICENSES/CERTIFICATION:

- Must possess a valid Arizona driver's license and proof of automobile insurance.

EDUCATION/EXPERIENCE:

- High School Diploma or General Educational Development (GED). Associate Degree is preferred.
- A minimum of one (1) year of professional real estate work experience or equivalent education.
- At least two (2) years of experience required in property management, asset management, or a tribal regulatory organization/agency.

WORKING CONDITIONS:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed indoors and the employee in this position is normally exposed to a moderate noise level. Some local travel by automobile will be required.
- Candidate must acknowledge and agree to maintain a Drug-free Workplace along with a background check as condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). Preference is given to qualified enrolled members of the Gila River Indian Community.

The Pima Leasing & Financing Corporation is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Pima Leasing & Financing Corporation is an Equal Opportunity Employer.

Resume and cover letter can be emailed to info@theplfc.com.

Pima Leasing & Financing Corporation
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