



## JOB OPENING

We are seeking a highly motivated individual to join the Family Services Team. This is a full-time position with benefits. You will be working in a fast-paced, team-oriented environment.

We are looking for someone with the proven ability to assist with high volume tasks with little supervision. This position is highly administrative and requires attention to detail and organizational skills.

Title: Office Administrator

Reports to: Chief Operating Officer

Date Posted: July 30, 2021

### Job Description

The Office Administrator is an integral part of the Habitat for Humanity Team, working to further the mission of Habitat of Humanity by creating and maintain a culture of professionalism and excellence for all who enter our office.

Duties include but are not limited to the following:

- Manage the front desk phones, greet visitors, answer inquiries, and maintain the highest level of guest service.
- Performs clerical and administrative tasks including drafting letters, memos, reports, and other documents.
- Provides high-level administrative support and assistance to the leadership staff.
- Develop and manage front desk protocols and procedures such as: front office priority communications, phone etiquette, incoming and outgoing mail
- Organize and coordinate all office cleaning and office maintenance
- Coordinate with staff and vendors the servicing and maintenance of administrative office equipment such as: computers, telephones, cell phones, copy machines, etc.
- Act as staff facilitator for office space and meeting space usage, visiting groups or dignitaries
- Performs office tasks including maintaining records, ordering supplies.

Required Skills:

- Professional oral and written communication skills, able to draft letters, prepare presentations and other business materials.
- Demonstrate ability to handle multiple tasks simultaneously and work in a fast-paced environment with a sense of urgency.
- Strong organizational and teamwork skills.
- Ability to organize and prioritize work
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Proficient with Microsoft Office Suite, Adobe Acrobat or similar software with the ability to learn new or updated software programs as required.
- Bilingual in English and Spanish required

Education and Experience:

- High school diploma or equivalent required; Associates Degree preferred.

Physical Requirements Necessary to Perform This Job:

- Regularly spend hours sitting and using office equipment and computers
- Regularly spend hours standing
- Regularly work on repetitive tasks
- Regularly see details of objects that are less than a few feet away
- Regularly speak clearly so listeners can understand
- Frequently bend to file and maintain files
- Regularly lift 5-20 pounds

Work Environment and Conditions:

- Majority of day working in an office setting
- Generally quiet environment

Other Duties

Please note this position description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the associate for this job. Duties, responsibilities and activities may change at any time with or without notice.

*Habitat for Humanity of Lee & Hendy Counties is an equal opportunity employer*