

Houston County Habitat for Humanity

Administrative Assistant Job Description

Houston County Habitat for Humanity is a Christian organization building homes for hard-working low-income families. We sell the homes for our cost-to-build and finance the sale with a no-interest loan. We use the loan repayments to build more homes.

Pay: \$10.00 per hour

Hours: 9 – 5 Monday through Friday

40 hours per week

No Benefits

RESPONSIBILITIES

The Administrative Assistant must deliver effective administrative and clerical support to the Habitat Office. To succeed in this role, the Administrative Assistant must manage multiple tasks, meet deadlines, and promote outstanding customer service support. The Administrative Assistant must understand the Habitat for Humanity mission and support the overall vision and direction of the affiliate. The Administrative Assistant is primarily supervised by the HoCo Habitat Executive Director.

DUTIES

Become the HoCo Habitat Office "expert"

- Deliver effective clerical support to the HoCo Habitat Office and Restore
- Employ strong communication skills to interact with all levels of the organization
- Represent HoCo Habitat with a superior customer service attitude
- Accurately prepare correspondence to include mail merge programs for large mailings
- Perform general clerical duties to include but not limited to: copying, faxing, and scanning
- Perform financial reconciliation to prepare vendor statements for entry in QuickBooks
- Track construction costs on project purchase order logs
- Manage mail; prepare outgoing mail and open and organize incoming mail for ED review
- Maintain files and records
- Manage employee timesheets
- Manage multi-line phone system, knowledgeably answer basic questions and take/distribute phone messages
- Monitor office supplies and purchase/order additional supplies in a timely manner
- Work with Keystone, the HoCo Habitat database
- Help craft administrative policies and procedures
- Coordinate with HoCo Habitat web designer and manage Face Book presence
- Coordinate affiliate activities and events
- Provide administrative support for volunteer coordination
- Maintain volunteer database to include Keystone and Constant Contact
- Other duties as assigned

MINIMUM JOB REQUIREMENTS

Education – High school graduate or equivalent

Experience – Four years general office experience required. Previous nonprofit experience preferred; familiarity with Habitat for Humanity a plus.

Skills -. Strong computer skills to include: Outlook, Microsoft Word and Excel required. Excellent organizational and information technological skills important. Possess unbridled enthusiasm and contagious passion for the Habitat mission.