



**Job Title:** Office Administrator

**Reports to:** Chief Operating Officer

**Summary**

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.

**Responsibilities:**

- 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 and Experience:**

- 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 required; Associates Degree preferred.

*Posted December 2, 2020*

*Please apply to Human Resources by December 9, 2020*

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