



JOB DESCRIPTION

Title: Office Administrator	Employment Status: Full-Time
Department: 11-F Facilities	FLSA Status: Non-Exempt
Reports to: Chief Financial Officer	Supervises: Volunteers, Interns

About Habitat for Humanity of Metro Denver

Habitat for Humanity of Metro Denver is part of a global housing organization that is dedicated to eliminating substandard housing locally and worldwide. We construct, rehabilitate and preserve affordable houses; advocate for fair and just housing policies; and provide training resources to empower low-income families to be self-sustainable. Habitat Metro Denver has served more than 930 local families throughout its 40-year history in Denver and is in the top 10 Habitat affiliates in the United States.

GENERAL DESCRIPTION:

The Office Administrator is responsible for general office operations including reception desk coverage, building/facilities maintenance, administrative support to the Executive Assistant and Chief Financial Officer, and liaison support to other departments. The position, in conjunction with the Volunteer Department, is responsible for recruitment and supervision of volunteers, interns, and temporary receptionists. This is a vital and busy role as the first point of contact for visitors to Habitat Metro Denver.

CORE RESPONSIBILITIES:

1. Office Management
 - a. Create a professional and courteous environment for visitors at Habitat for Humanity.
 - b. In coordination with the Volunteer Department, recruit, train and supervise volunteers and interns to represent Habitat for Humanity by:
 - i. Answering phones in a professional, courteous manner; accurately transcribe or forward voicemail messages, route telephone calls to the appropriate staff person.
 - ii. Greeting visitors, including partner families and potential program applicants, to building.
 - iii. Accurately describing HFHMD's programs to interested persons.
 - c. Sort and distribute all incoming and outgoing mail; purchase stamps, fill postage machine and track account.
 - d. Monitor, maintain, order and stock all office supplies.
 - e. Coordinate meeting logistics
 - i. Make room reservations/schedule for use of the building.
 - ii. Ensure conference rooms are clean and stocked for use
2. Administrative Assistance
 - a. Assist CFO with special projects, including data entry and report production and analysis
 - b. Review and code checks received and invoices related to office support; submit promptly to ensure accounts stay in good standing.
3. Building Maintenance
 - a. Per established schedule, maintain contracts and call service for: Trash/recycling, HVAC and plumbing units, janitorial service, snow removal, utilities, and document shredding
4. Enhance the organization's culture by reinforcing core values and fostering a positive work environment.
5. Performs other duties as assigned.

KNOWLEDGE & SKILLS: *Competencies*

- Excellent interpersonal skills with diverse types of people
- Diplomatic in delicate situations with volunteers, staff, families, and other stakeholders
- Proficient with Microsoft Office, Office 365, databases; ability to learn as needs of the job and available technologies evolve.
- Exceptional organizational skills and attention to detail
- Ability to manage multiple projects simultaneously
- Excellent oral and written communication skills
- Dependable and punctual
- Proven basic math abilities
- Able to adapt to a dynamic environment with frequent interruption
- Bilingual (English and Spanish/Arabic), though not required, is highly preferred

EDUCATION, EXPERIENCE, LICENCE & CERTIFICATION:

- Associate degree required (Bachelor's degree preferred)
- 3 or more years of experience in an applicable setting such as office management, administrative or assistant experience.
- 2 years of volunteer or personnel management experience
- Must possess a valid Colorado driver license and maintain a driving record in accordance with the Employee Handbook.

WORK ENVIRONMENT AND CONDITIONS, PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Most work done indoors in an office setting
- Ability to sit at a desk for most of the day; work at a computer for extended periods of time
- Ability to climb stairs to move around the office building to perform various tasks and access files.
- Ability to lift, carry, and move equipment and files as needed (approx. 25-30 lbs.)

Compensation will be commensurate based on experience. The starting range for this position is \$16.97 – 20.28/hour.

Benefits available include medical, dental and vision insurance options; 401k savings match; Paid Time Off for vacation, sick and holidays; among other options.

Please send resume and cover letter to Richelle Rothman at HRRecruiting@habitatmetrodenver.org for consideration.