

Habitat for Humanity of Greater Baton Rouge, Inc.
Job Description

Job Title: Administrative Assistant
Department: Management
Reports To: Executive Director
FLSA Status: Non-Exempt, Part Time

Summary: The Administrative Assistant is responsible for maintaining a pleasant and professional office environment that supports the activities and responsibilities of Habitat for Humanity of Greater Baton Rouge's (HFHGBR) staff and Board of Directors. Answers and directs phone calls in a pleasant and professional manner. Supervises all of the administrative activities that facilitate the smooth, efficient running of the HFHGBR office.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Support:

- Provides general support to the Office which may include clerical, administrative and planning activities.

Office Management:

- Manages information systems, office operations and purchases needed office supplies.
- Maintains information systems and contacts contractors for hardware, software and telephone systems support.
- Maintains office filing system and general organization of office furnishings, office supplies, and proper maintenance of office equipment.
- Maintains professional working environment including overseeing office maintenance personnel, and daily maintenance including public office areas.
- Maintains HFHGBR organization calendar including meetings and special events.
- Mails monthly mortgage statements to all Habitat homeowners.
- Opens and distributes all mail received.
- Records all monies received in proper journal and makes copies to be distributed to the Bookkeeper and Development Manager.
- Inputs all mortgage payments received into mortgage database.

Minimum Requirements:

- **Education/Experience:**
 - Office Management experience preferred
- **Language Skills:**
 - Ability to speak effectively to staff, homeowners, vendors, partner families and volunteers
 - Capacity to develop and maintain successful and productive relationships with staff, homeowners, volunteers and partner families
- **Organizational Skills:**
 - Strong planning and organizational skills including the ability to anticipate tasks, set priorities, meet deadlines and function smoothly and accurately under strict deadlines and shifting priorities.
 - Must be a team player.

- **Computer Literacy:**

- Knowledge of Microsoft office software required

Physical Demands: The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to stand; walk; sit; reach with arms; may have to lift and/or move up to 30 lbs.
- Normal office conditions when working in the office

Work Schedule:

- Required to work 20-30 hours per week.