

Office Administrator

ABOUT HABITAT FOR HUMANITY TUCSON:

Our Mission: Creating a more compassionate and just world, Habitat for Humanity Tucson brings people together to build homes, communities, and hope.

MAIN DUTIES/RESPONSIBILITIES:

Responsible for the administration of the office and oversees the reception volunteers. The role of the Office Administrator is to assist employees with their office needs and assist the Executive Assistant in arranging board, committee, staff, and general meetings. The Office Administrator will also serve as the primary back-up for facilities related duties and DVCR events.

Job Duties Include:

- Greets and directs Habitat visitors and operates main switchboard when a volunteer receptionist is not present.
- Ensures front desk volunteers are scheduled and coordinates coverage in their absence.
- Trains all front desk volunteers to ensure courteous and professional customer service.
- Opens and closes the office and posts signs on the doors when building is closed.
- Collaborates with Facilities Operations which include the copier, telephones and vending when services are needed – research problems as necessary.
- Researches and drafts a work order/maintenance request log for the Facilities Manager and appraises him of upcoming scheduled work.
- Assigns kitchen duties to departments on a rotating monthly basis and circulates that list amongst staff.
- Assists the Executive Strategic Support Specialist with Board related meetings on set-up and catering.
- Coordinates All-Staff Meetings – including circulating agenda, meeting set-up and catering.
Processes outgoing mail and processes incoming mail with Philanthropy.
- Responsible for all incoming checks and cash through donations. Deposits checks into Northern Trust Operating Account using Panini software / device.
- Responsible for Auditing Habitat and HabiStore invoice payments and processes payment checks.
- Coordinates with staff on their Office Supply needs & orders, name badges and annual HFHT staff shirts.
- Responsible for all metered mail and sometimes takes mail not picked up to the post office at the end of the day.
- Regularly updates staff contact list and circulates to staff and volunteers.
- Assists the Executive Strategic Support Specialist with internal parties and special events.
- Responsible for Student Internship Applications and Onboarding.
- Responsible for New Employee Administration Onboarding.

- Coordinates the Diamond Ventures Community Room for outside organizations who are interested in reserving the meeting space and assists with AV Equipment.
- Assists the Director of Human Resources as a Host Site Manager for AmeriCorps members.
- Serves as the back-up for the Director of Human Resources.
- Assists the Director of Human Resources as a Host Site Manager for AmeriCorps members.
- Other duties as assigned.

Education & Experience:

Associates degree in Business or related field or 2+ years' experience in office administration. Experience with standard office equipment and Microsoft Excel, Outlook, Word, PowerPoint & Internet.

Talents we need:

Excellent organizational skills including ability to multi-task, prioritize and delegate work. Accuracy and attention to detail.
Ability to maintain confidentiality.
Ability to cope with interruptions & remain calm under pressure and have exemplary customer service skills.
Comfortable interacting with people of all types and backgrounds.
Willingness to partner with others to achieve results.

OTHER NECESSITIES:

Languages: Fluency in a second language, (ideally Spanish) is desirable but not required.
License: Valid Arizona Driver's License with a clean driving record.
Travel: Occasional.
Overnight stays: Occasional.
Working hours: The position is regarded as full time (40 hours a week). Work is usually performed between 8 a.m. and 5 p.m. Additional hours may be required to perform the job and may include some evenings and/ or weekends.

Habitat for Humanity Tucson is a licensed contractor in the state of Arizona.
Habitat for Humanity Tucson is an Equal Housing Opportunity provider. We do not discriminate on the basis of race, sex, color, age, disability, religion, marital or family status, sexual orientation, gender identity, or because all or part of an applicant's income is derived from public assistance programs.
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