



We build strength, stability,
and self-reliance through shelter.

Habitat For Humanity Greater Cincinnati

Position: Office Administrator

Type: Full Time/Hourly

Manages Others: No

Reports To: HR Director

Position Summary

The Office Administrator is responsible for providing administrative support to the office and serving as the receptionist at the front desk.

Position Responsibilities

1. Serve as the receptionist at the front desk, greet and direct all visitors.
2. Field all general questions externally – should be informed and able to answer general questions related to Habitat programs and ReStores, including the homebuyer and repair application process.
 - a. Complete basic training on Equal Credit, Fair Housing, and Lending Laws annually.
3. Manage and distribute incoming mail for all departments.
4. Outbound mail:
 - a. Manage all homebuyer application requests and mail applications regularly.
 - b. Assist with mailings including mail merges, printing letters/envelopes, and stuffing/stamping envelopes for all departments.
5. Complete data gathering and data entry needs for departments and maintain data integrity:
 - a. Upload documentation for grant reimbursement.
 - b. Perform data updates and cleanup in the CRM (Raiser's Edge).
 - c. Assist in gathering data for select Operation reports
6. Conduct online research of potential and current donors for Development staff
7. Schedule and coordinate calendars for committee and department meetings – find available time, and send reminders.
8. Complete printing requests as needed for all departments including but not limited to binders, manuals, certificates, and signage for select programs.
9. Responsible for stocking all kitchen, office, and operations supplies.
10. Responsible for upkeep in common areas.
11. Responsible to order food for departments and committees as requested.
12. Complete building maintenance requests as needed.
13. Other duties as assigned.

Qualifications

- Two years of administrative support experience required.
- Microsoft Office Suite experience and proficiency required.
- Excellent organizational, attention to detail, and time management skills.
- Skill in organizing, prioritizing, and managing multiple tasks simultaneously.
- Effective written and oral communication skills.
- Requires business clerical math accuracy.
- Requires the ability to work for extended periods of time at a desk and computer.
- Capable of acting independently and effectively.
- Moderate to advanced level of technical skill with office equipment and computer programs.
- Ability to maintain a high level of confidentiality.
- Ability to perform as a team player, combined with the ability to work independently with limited supervision.
- Experience with these programs is considered an asset: Raiser's Edge, Microsoft products including Teams & Sharepoint.

We are an equal opportunity employer

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.