

## OFFICE ADMINISTRATOR

Department: Administrative  
Location: Raleigh, NC  
Supervisor: Director of Finance

Salary Grade: 5  
Salary Range: \$34,146 - \$49,512  
Classification: Non-exempt

### SUMMARY:

Reporting to the Director of Finance, the Office Administrator (OA) has the responsibility of providing high level office management services for Habitat for Humanity of Wake County's Administrative Offices. The OA is a key member of the Administrative/Finance Department. This position requires the ability to successfully manage multiple projects simultaneously. A successful OA will be both detail-oriented and self-motivated.

This is a Full Time non-exempt position requiring flexibility to work evening and weekend hours as needed for work and special projects. The OA will likely spend on average at least five days per week, Monday – Friday (40-hour workweek with 8 hours days).

### ESSENTIAL FUNCTIONS:

- Works with Director of Finance and reception staff ensuring coverage at front desk.
- Manage voicemail system and respond to telephone, email, walk-in and website contact form inquiries from existing community members, prospective homebuyers, management, Board members, vendors and other constituents
- Collect, process and distribute incoming mail as well as compose and send correspondence for other office staff
- Handle minor financial transactions for the office, such as collecting mortgage payments or donations, issuing receipts, and preparing of management expense reports
- Monitor and maintain office equipment; inventory supplies and order replacement supplies as needed
- Organize conference room scheduling, equipment, and cleaning
- Purchase and organize catering, coffee, or other refreshments as needed by department management
- Coordinate building and maintenance issues for general repair and updates
- Coordinate security of building and parking lot with vendor
- Responsible for maintaining cleanliness of office, including restrooms
- Purchase computers, printers, supplies, and other equipment
- Manage current vendor contracts for IT services and serve as contact for Internet/Wifi and Copier/Printer services
- Monitor incoming and outgoing mail; receive and sign for mail/packages from couriers and deliver to proper recipient
- Prepare correspondence, documentation, or presentation materials
- Assist other departments with administrative or clerical support

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Communication
- Analysis and Assessment
- Prioritization skills and good judgment
- Problem Solving
- Decision Making
- Planning and Organization
- Time Management
- Attention to Detail

EDUCATION/EXPERIENCE:

- Bachelor's degree, or equivalent work experience
- Proven work experience as an office administrator
- In-depth understanding of office management and daily operations
- Hands on experience with MS Office and Google products
- Working knowledge of computers, printers, software, networking and other office equipment Excellent verbal and written communications skills
- Working knowledge of electrical, plumbing, HVAC, lighting, landscaping and other facility management concepts
- Strong organizational and time management skills

APPLICATION PROCESS:

- If interested, please send in your resume along with a cover letter to: [edmundoyanez@habitatwake.org](mailto:edmundoyanez@habitatwake.org)

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

*Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.*

**Together, We Build.**

**[www.HabitatWake.org](http://www.HabitatWake.org)**