



JOB OPENING – Front Office Coordinator

GENERAL SUMMARY

This position has the important responsibility of welcoming Habitat visitors, expediting phone calls for efficient and effective handling, ensuring follow through of agency administrative tasks, providing information to prospective Habitat homeowners, volunteers, donors and the general public. This position is also responsible for general office administration, including cost effective and timely office supply orders, processing incoming and outgoing mail daily, maintaining the Staff Contact list, and other administrative duties as assigned.

QUALIFICATIONS

Bachelor's degree preferred and 2 years of office administrative work required. Must have excellent computer skills, including data base management, Excel, Word and Outlook. Written and oral communication, phone, and people skills are required. Working knowledge of a large non-profit agency required. Ability to interact with multiple constituencies, including a diverse population of donors, volunteers, applicants and staff. Demonstrated experience and aptitude in working with people of different cultures strongly preferred.

JOB PHYSICAL REQUIREMENTS

This position involves being able to sit for extended periods of time, as well as occasional light lifting, answering multiple phone calls and frequent typing.

TIME REQUIREMENTS

40 hours per week, Monday – Friday from 8:00 a.m. to 5:00 p.m. with a one hour lunch. Occasional overtime may be offered. Satisfactory attendance is a requirement.

EOE/Drug Free Workplace