

OFFICE MANAGER

Company:	Habitat for Humanity Detroit
Reports to:	CEO/Executive Director
Hours per Week:	Part Time – 29hrs/wk
Travel:	Moderate – local
Start Date:	Immediate Opening

Seeking to put God’s love into action, Habitat for Humanity Detroit brings people together to build Homes, Communities and Hope.

Ready to join a team of passionate people who work tirelessly to provide the Detroit Community with affordable housing solutions? Working for Habitat Detroit, you will have the opportunity to make a difference in the community and help create better housing options for our neighbors in need.

Summary: The Office Manager is responsible for ensuring that all administrative aspects of the office run smoothly and efficiently. They are the first point of contact with the organization and play a critical role in the external reputation of the company. They are skilled in the technical aspects required for the job and in providing excellent customer service.

Role and Responsibilities

Administration / Operations / Reporting / Finance

- Manage inbound calls/voicemails/info emails - maintain office phone system.
- Manage and process incoming and outgoing mail.
- Maintain and procure supplies for office as needed.
- Maintain inventory on office equipment and manage the check-out process.
- Oversee the functionality of office equipment – computers, printers, copiers, postage machine, etc.
- Coordinate meetings including but not limited to preparing and distributing agendas and other meeting materials, reserving and preparing facilities, and organizing catering.
- Serve as primary relationship manager with office vendors (copier, phone system, IT, security, etc.)
- Compile various monthly reports.
- Assist in submitting reports and maintaining compliance with all state and federal requirements.
- Compose, type, and distribute internal and external correspondence as assigned.
- Perform some accounts receivable and payable duties.
- Process gift acknowledgement letters, receipts, etc.
- Manage and update donor database.
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing.
- Oversee compliance with record retention policies and ensure organized paper filing/shredding and e-filing.

Program support / Customer Service

- Provide appropriate program information to interested applicants when available.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Exercises considerable judgment and discretion in handling requests for appointments and telephone calls.
- Meet and greet all visitors; determines their needs and direct them to the appropriate person in a courteous and professional manner.
- Other duties and responsibilities which may be assigned by the Director or Executive director in pursuit of the Habitat mission.

Required skills and experience

- 3-5 years' experience in office management or accounts payable/receivable.
- Must have incredible attention to detail.
- Excellent follow-through and execution skills.
- Knowledge of online meeting platforms (zoom/teams) and the ability to schedule and manage meetings
- Proficient with technology including Microsoft Office, google drives, drobox etc.
- Excellent communication, planning and organizational skills.
- Strong customer service skills and commitment to supportive and engaging communication at all times.
- Ability to work with people of all ages, races, faith and cultural backgrounds.
- Ability to work evenings and weekends as project requires.
- Valid driver's license required.
- Must have home access to the internet to work remotely when necessary
- Commitment to being anti-racist and actively promote diversity across race and ethnicity, gender, sexual orientation and disability.

COVID NOTICE: Habitat Detroit is committed to following all COVID-19 CDC guidelines to ensure the health and safety of our staff, volunteers and homeowners. This position will need to visit the office a few times per week to process mail and tend to other business needs. Other job duties will need to be managed remotely.

To apply please send your cover letter, resume and salary requirements to sosterland@habitatdetroit.org