



## **Office Assistant**

Reports to: Affiliate Operations Director

### **Position Summary**

Office Assistant provides support to the office operations including filing, answering calls and greeting guests, filling out reports, maintaining office cleanliness.

Full-time, non-exempt.

### **Responsibilities**

- Answer and screen incoming calls and respond to public inquiries about program requirements, donations of funds and materials; Direct calls to appropriate staff as needed.
- Take and deliver telephone messages, send faxes, scan documents, email, prepare letters, provide reminders of meetings to all participants, make copies, input data into systems, retrieve sort and deliver mail.
- Complete reports to stay in compliance with Habitat for Humanity-International as assigned.
- Maintain office calendar, filing systems and general organization and cleanliness of office, office supplies and proper maintenance of office equipment.
- Maintain professional working environment.
- Protect confidentiality of all homebuyers, homeowners, volunteers, staff, Board, committees, personnel files, business, and affiliate records.
- Assist in the processing of accounts receivable for the ABWK/HER program clients.
- Record donations in CRM as directed by the Resource Development Director.
- Assist resource development department in filing and general program management.
- Ensure proper storage and security of all files (electronic and paper).
- Other duties as assigned.

### **Required Qualifications**

- An understanding of, and enthusiasm for, the mission of Habitat for Humanity.
- Excellent communication and organizational skills; the ability to communicate with a wide range of people.
- Knowledge of relevant software applications (PC's, MS Office, Outlook) and social media.
- Knowledge of administrative procedures. 2 years of office experience.
- Highly motivated and results orientated.
- This position requires a background and/or security check, and may be subject to drug screenings.

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