



Job Description

Job Title: Office Manager
Report to: Chief Operating Officer
FLSA Status: Non-Exempt/Hourly

Job Statement:

Performs a wide variety of administrative duties for the Housing Authority, including front desk reception and direction, office management, filing and basic data entry for the Finance Department.

Duties and Responsibilities:

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, when appropriate. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

1. Greets clients and provides information – Answers the telephone; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary and receives / sends fax messages.
2. Coordinates the use of community space meeting room. Schedules facility set-up/clean-up for planned events.
3. Manages office supply orders for all locations and stocks with inventory within budgetary appropriations, including postage, etc.
4. Ensures reception, waiting areas and bathrooms are tidy and presentable for clients.
5. Updates bulletin board information in the main hallway and office areas as directed. Posts meeting and other notices on entrance doors as needed.
6. Assists with the preparation, submission, receipt and filing of a variety of reports.
7. Assists with routine filing or file maintenance for all GMAHA clients in both Public Housing and Housing Choice Voucher programs.
8. Enters Accounts Payable into the finance system as directed by the COO.
9. Contributes to team effort by accomplishing other duties as assigned

Qualifications and Knowledge:

- Must have an Associate's Degree or equivalent experience of 4 or more years of office management or similar job position.
- Must possess knowledge of contemporary office practices, procedures and techniques; spelling, vocabulary, math and grammar skills appropriate to the level of the position; use and operation of personal computers and standard office software, other office resources and equipment including phones and telecommunication systems, fax machines, copy machines, scanners, typewriter, adding machine, etc. IT knowledge and experience a plus
- Working knowledge of Excel, Word, and Outlook is required.
- Ability to carry out oral and written directions.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to deal effectively with situations that require tact and diplomacy, yet firmness.
- Ability to maintain confidentiality.
- Possess valid driver's license (required) to ensure eligibility for coverage under Authority fleet auto insurance.

Potential Candidates Must:

- Work well and harmoniously with other staff members
- Multi-task and work well under timelines
- Work independently and prioritize workload
- Prepare comprehensive reports
- Lift items of up to 25lbs in weight
- Occasionally travel for training

The employee performs routine duties following established HUD and Housing Authority guidelines. Routinely, the employee may make decisions concerning residents or maintenance problems using personal judgment based on prior experience. Situations not covered by guidelines are referred to the supervisor or handled independently, depending on the circumstances.

The above statements reflect the general details necessary to describe the essential functions of the position and may not be construed as a detailed description of all the work requirements that may be required during your employment. Your signature below constitutes your acceptance and understanding of the essential functions and requirements of this position.

Signature

Date