



Celebrating More Than 20 Years of Building Hope, Lives & Communities

JOB TITLE: Office Coordinator

REPORTS TO: Chief Operations Officer

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking a qualified candidate to greet visitors on phone and in person, as well as ensure the maintenance and management of general office operations for HFHGLA offices. This position will assist the COO and/or HR department with special project work as needed.

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

SUMMARY OF ESSENTIAL FUNCTIONS

- Ensure the front office functions efficiently. Greets guests, routes phone calls, mail and emails
- Receives and processes incoming donations and mortgage payments
- Coordinates and processes office and maintenance supply orders
- Coordinates general maintenance and office equipment service calls. Assists in collecting bids and in general vendor selection and management
- Function as the central point of contact of scheduling meeting rooms
- Maintain security system, security codes and keys
- Deliver to or pick up items offsite, using own transportation
- Update and ensure all written office materials such as the office operations manual, staff roster, phone list, etc., are all current and error free
- Assist COO and/or HR department with special project work as assigned

SUMMARY OF JOB QUALIFICATIONS

- At least three years of administrative support experience
- Demonstrated ability to communicate (verbal and written) office protocols clearly and concisely
- Attention to detail and strong organizational skills
- Ability to multi-task, prioritize and troubleshoot issues
- Bilingual English and Spanish is a must
- AA or AS degree preferred
- Valid current driver's license and proof of car insurance coverage

This is full-time position. Work schedule is Monday through Friday, 8:30am-5:30pm with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

BENEFITS AND COMPENSATION: We offer a full benefits package: medical, dental, and vision coverage; short and long term disability insurance; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and an employee discount in our ReStores. **Compensation: DOE**

TO APPLY (NO CALLS PLEASE):

If you'd like to join our team, please send a cover letter, resume and salary requirements to:

EMAIL (Preferred): HR@HabitatLA.org FAX: (310) 323-0789 - Attn: HR MAIL: 17700 S. Figueroa Street, Gardena, CA 90248



Visit us at: www.habitatla.org

Employment is contingent upon completion of a satisfactory background check.

**Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.*