

Nevada Affordable Housing Assistance Corporation

JOB DESCRIPTION

POSITION TITLE: Office Administrator

STATUS: Non-exempt / Hourly

REPORTING RELATIONSHIP: Reports to 1.) COO/CEO 2.)

POSITION SUMMARY: The Office Administrator is primarily responsible for managing a variety of administrative and general office activities by performing the following duties personally or through subordinates.

RESPONSIBILITIES AND DUTIES:

- Analyzes and organizes office operations and procedures such as bookkeeping, preparation of payroll, personnel, information management, filing systems, requisition of supplies, and other clerical services.
- Researches and develops resources that create timely and efficient workflow.
- Maximizes office productivity through proficient use of appropriate software applications.
- Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Manages and maintains schedules, appointments, and travel arrangements.
- Assist with coordination and preparation for U.S. Treasury Compliance Review.
- Arranges and coordinates meetings and events as requested.

The duties and responsibilities described above may provide only a partial description of this position. This is not an exhaustive list of all aspects of the job. Other duties and responsibilities not outlined in this document may be added as necessary or desirable, with or without notice.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience in the fields of real estate, mortgage loan processing, document collection and/or document recording.
- Well-developed ability to manage multiple tasks/projects and deadlines simultaneously
- Thorough knowledge of database software and MS Office suite.
- Strong verbal and written communication skills

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- The individual is required to regularly sit at a computer and enter data for extended periods of time.
- The individual is required to listen and talk to individuals and before groups in the performance of the job.
- The individual is regularly called upon to deal with stressful situations and a high work volume.
- The individual is regularly required to stand, walk and drive for extended periods of time.
- The individual is occasionally required to bend, stretch and use hands to handle or feel objects, tools or controls and to reach with hands and arms.
- The individual is occasionally required to lift up to 25 lbs.
- Position requires some travel and scheduling flexibility.

JOB DESCRIPTION ACKNOWLEDGMENT:

I have received a copy of my job description dated _____. The job description describes duties and

responsibilities, which apply to me. I agree to read the job description and understand it may be amended as company conditions or requirements necessitate. In that case, changes will be communicated to me.

Employee Signature

Date

Employee Name (printed)

Date

Supervisor Signature

Date

Please keep a copy for your records
