**Habitat for Humanity Northwest Harris County**

**Job Title**: Administrative Coordinator

**Reports to**: ReStore Director

**Status**: Paid/ Full Time

**Summary**: Serves as the primary point of contact for donors, customers, clients, and volunteers via telephone and email and creates an inviting, professional atmosphere. Responsible for the effective coordination of the ReStore Division resources including Deconstruction.

**Qualifications**:

* College degree preferred
* 5 years of related work experience as an Executive Administrative Assistant or Administrative/Office Coordinator in a fast-paced environment.
* Self-motivated, reliable and enthusiastic. Enjoy working with people with diverse backgrounds.
* Meticulous organizational skills and experience in a high-volume call/inquiry environment. Requires the ability to multi task.
* Excellent written and verbal communications skills.
* Excellent computer skills.
* Experience transcribing oral dictation.
* Ability to remain calm, work under pressure, and defuse challenging situations with tact.
* Knowledge of home improvement material and construction techniques is a plus.

**Essential Duties and Responsibilities:**

* Communicate with donors, clients, contractors, builders, and representatives. Provide-and obtain-regular status updates to and from these individuals.
* Maintain master schedule for client and donor appointments and for all projects in progress.
* Answer multiple telephone lines-and respond to e-mail and voicemail inquiries. Take messages as needed. Provide accurate, clear information to donors, clients, volunteers, and customers as well as follow up on all pending items.
* Prepare and proof-read proposals and agreements for projects.
* Create forms; prepare reports and presentations.
* Communicate with leadership team in real time to provide status updates regarding schedule and issues.
* POS and picture inventory management inclusive of COG, bar codes, and sales analysis reports.
* Coordinate all phases of projects and resource allocation. Participate in achieving quick and efficient solutions for issues as they arise.
* Coordinate with the ReStore Management Team to track projects in a manner conducive to analysis.
* Coordinate other duties and special projects as assigned by the Restore Director and the ReStore Director of Operations.

**Position Status: Hourly /Non-Exempt**

**Habitat for Humanity Northwest Harris County is a 501-C-3 nonprofit organization that has been building homes for over 20 years. With the help of 2000 volunteers, we build homes for low income, partner families in Northwest Harris County**