

*Coastal Empire Habitat for Humanity Inc.*  
**Job Description**

Job Title Office Manager  
FLSA Status Non-exempt  
Revision date 11/08/2021  
Division Office

Program Office  
Report to Chief Executive Officer  
Date Created 11/8/2021

**POSITION DESCRIPTION:**

The Office Manager is responsible for managing the administrative functions of the Coastal Empire Habitat for Humanity. This position reports directly to the Chief Executive Officer and assists other staff as directed. The ideal candidate for this position possesses excellent organizational skills and exudes outstanding customer service.

***ESSENTIAL FUNCTIONS/RESPONSIBILITIES***

- Manage administrative tasks for the Chief Executive Officer, including scheduling and tracking calendar appointments, monitoring email correspondence and preparing replies for review, and compiling documents and materials for meetings.
- Serving as the central point of contact for internal and external inquiries
- Draft Requests for Proposals (RFPs), Memorandums of Understanding (MOUs), and other standard template documents commonly used by CEHFH
- Organize physical and electronic files, create new and revise current document management processes, and adhere to the document retention policy
- Assist Development Coordinator with maintaining current and prospective donor databases
- Submit bank deposits prepared by CEO to applicable financial institutions
- Track and maintain adequate inventory of office supplies
- Performing receptionist duties, including answering telephones, screening and transferring callers, and greeting visitors
- Other duties as assigned by CEO

***EMPLOYMENT STANDARDS AND JOB REQUIREMENTS***

**Education, Training, Special Licenses:** Associate's degree in business, communications, other related study area with 3 years of relevant experience. Must possess a valid Georgia Driver's License; must have an acceptable Criminal Background Check and pre-employment Drug Screen.

**Skill at:** Excellent verbal and written communication skills. Effective time management skills, attention to detail, and task prioritization skills. Remarkable customer service skills. Proficient use of Microsoft Office 365 (Outlook, Word, Excel, OneDrive, etc.) and phone operating systems with adaptability to CEHFH-specific programs and applications. Basic understanding of clerical procedures and systems

***WORKING CONDITIONS:***

This position reports to the Coastal Empire Habitat for Humanity Administrative Office. Working hours are Monday through Friday, 8:30am – 5:00pm. Flexible scheduling, including remote work, is subject to approval by the CEO.

All assigned tasks are clerical in nature and do not require extensive physical labor. Position requires filing and transferring physical records at a maximum weight of 25 pounds.

This position will work with a team of individuals to accomplish individual and organizational goals. Technology resources and office supplies will be furnished by the organization and as such, will remain the property of the organization.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT