



JOB POSTING:
February 11, 2019

Construction Program Assistant

Habitat for Humanity of San Antonio is a large, very active, non-profit, single family home builder and we are in search of a self-motivated and talented new administrative employee to join our fun and ethical team! Skills and qualities needed are:

- Positive attitude with a good sense of humor.
- Knowledge of real estate transactions helpful.
- Knowledge of City building permit process preferred.
- Proficient w/ Microsoft Office (Word, Excel, & Outlook).
- Bilingual in Spanish preferred.
- Can-do attitude.
- Out-going, good w/people.
- Non-smoker.
- Goal oriented.
- Organized, detail oriented & accurate work.
- Excellent at follow-through.
- Problem solver, good under pressure.
- Able to take a concept & run with it.
- Able to establish own priorities.
- Independent worker but team oriented.
- Flexible & adaptable.
- Appreciates constructive criticism.
- All around great work ethic.

Position duties include:

- Assemble and submit residential building permits & process City fee requests;
- Issue subcontracts and process vendor & subcontractor billings;
- Place orders for utility (hook-ups) and construction site services;
- Schedule, set up & prep for various departmental meetings;
- Track project schedules;
- Prepare reports and manuals;
- Provide administrative support to department;
- Maintain construction office files & supplies;
- Coordinate home warranty program;
- Compile and verify house completion reports;
- Assist with various special events;
- Act as occasional back-up for other front office staff;
- Research topics and provide reports, forms, correspondence, spreadsheets, etc.
- Other duties as assigned.

Other Qualifications Include:

- Must pass a background check and drug screening.
- Must have and maintain a Texas drivers' license and a good driving record.
- A college degree is helpful but not required.

This is a full-time, Monday-Friday position. Hours are generally from 7:30 a.m. to 4:30 p.m. **EOE.** Interested candidates should submit a cover letter, resume, and salary history of last two positions to:
Attn: CDPA

- By email with Attn: CDPA in the subject line to jobs@HabitatSA.org, OR
- By fax to (210) 223-5536, OR
- By mail or delivery to Habitat's administrative office to Attn: CDPA, 311 Probandt, San Antonio, TX 78204

This position will remain open until filled. Filling it is a priority so please apply promptly!