



Habitat for Humanity[®] of San Antonio & Guadalupe Valley

Executive Assistant needed for Habitat for Humanity of San Antonio, a large non-profit, single family home builder and social service provider. We are seeking a proficient, results-oriented candidate with excellent skills for this position. If you are a fun, energetic, person with good coordinating and program implementation skills and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

We work hard but celebrate families so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We offer a reasonable work schedule, paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

Qualifications:

- ◆ 3 years' experience with project administration.
- ◆ Bachelor's Degree or equivalent business-related experience.
- ◆ Computer skills and proficiency with Microsoft Word, Excel, Outlook, PowerPoint, and Internet research. Ability to learn other mainstream programs such as Adobe Acrobat Pro, photo editing software, etc. is required.
- ◆ Ability to handle multiple tasks simultaneously and work under pressure.
- ◆ Ability to set priorities based on short and long term goals and meet deadlines.
- ◆ Good people and teamwork skills as well as good oral and written communications skills.
- ◆ Bilingual in Spanish preferred.
- ◆ Must have and maintain a good driving record and a valid Texas driver's license and have a personal vehicle available for use for business errands during the workday (mileage is reimbursed).

Requirements:

- ◆ Some of the work is performed while standing and/or walking.
- ◆ Requires the ability to lift, carry, push or pull medium weights up to 30 lbs.
- ◆ Requires use of abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- ◆ Requires bending, squatting, twisting, climbing, and reaching.
- ◆ Requires the use of hands for simple grasping, fine manipulations, and computer operations.
- ◆ Requires quickly moving hands, or hands together with arms, or two hands to grasp, manipulate, and handle objects.
- ◆ Requires activities involving being around moving machinery, exposure to dust, and fumes from warehouse equipment and vehicles.
- ◆ Requires listening to and understanding information and ideas presented through spoken words and sentences.
- ◆ Ability to receive and safeguard confidential information.
- ◆ Extreme attention to detail.
- ◆ Must be able to read and understand information and ideas presented in writing.
- ◆ Requires accurate mathematical calculation abilities (add, subtract, multiply, & divide).
- ◆ Requires the ability to drive a motor vehicle for business errands during the work day.

Executive Assistant

Posted 08/15/2023

Essential Duties:

- Support HFHSA ideals and mission and support of the management team's goals, objectives, and decisions in a positive, productive manner.
- Keep the CEO, COO, & Human Resources AVP apprised of all matters requiring executive attention.
- Ensure strict adherence to Habitat policies, procedures, and internal controls.
- Strictly maintain confidentiality on work content, process, status, etc. as much of the work of this position will be related to sensitive and confidential matters of the executive and management staff.

- Organizational Support
 - ◆ Provide administrative support to the President, COO, Human Resources AVP and occasionally other senior management staff by assisting with various projects, preparation of reports, presentations, procurement processes, and all other matters as directed. This may also include attending various internal and external meetings.
 - ◆ Coordinate and attend Board of Directors and other meetings, including drafting agendas, minutes, and compiling other information. Includes assembling and distribution of board packets as well as maintenance of official corporate records.
 - ◆ Provide administrative support to other executive management staff as requested. Research topics and provide reports as requested. Verify and process management expense reimbursements and company credit card uses.
 - ◆ Assist with special events and presentations.
 - ◆ Coordinate the maintenance of general office equipment including phone systems, cell phones, copier, printers, etc., work with vendors to resolve billing disputes, programming and other service issues. Procure large/significant administrative equipment when needed.
 - ◆ Oversee coordination of all general office functions such as furniture assignments and replacements, office opening and closing, and communicate office maintenance needs to VP of Facilities, etc.
 - ◆ Assist other departments as needed during peak times and/or when other employees are on leave.

- Computer Support
 - ◆ Initiate and coordinate activities of Computer System Maintenance Vendor to keep HFHSA computer system properly functioning. Follow up on all in-process tickets to make sure they are properly resolved.
 - ◆ Report any issues with network/computer security and all software requests to Human Resources AVP
 - ◆ Maintain logs and organized records for all software, hardware, user information, and back-up systems and records.

- Human Resources
 - ◆ Assist with processing potential hires (run background checks, collect preliminary info) and on-board new employees.
 - ◆ Implement personnel policies and assist with various HR matters.

- Land Development Grants
 - ◆ Assist with preparing Authorizations to Proceed, Partial Releases of Liens, Monthly Reports, Reimbursement Requests and other PJ required reports and documents for HFH, CTH and governmental grants
 - ◆ Review and process invoices for grant and land development related activities
 - ◆ Prepare bid book, bid evaluation, bid award and other docs for infrastructure contractor procurement process
 - ◆ Maintain grant and land files.

- Special Projects & Other Duties as assigned

EOE. Interested candidates should submit a cover letter, resume, and preferred salary range to: Attn: HSS

- By email with "Executive Assistant" in the subject line to jobs@HabitatSA.org