

Maximum Accessible Housing of Ohio (MAHO)

Position:	Administrative Assistant
Exemption Status:	Non-Exempt, Part-Time
Primary Report:	Assistant Executive Director
Secondary Reports:	Executive Director, Operations Director

Position Summary

The **Administrative Assistant** ensures efficient administration and operations by performing clerical tasks, answering the phone, filing and organizing, and assisting with events. This position works as a team with management and administrative and operations staff to facilitate the mission *to provide and promote accessible housing solutions for people with mobility disabilities.*

Core Job Responsibilities

- Answer incoming phone calls and respond to and direct calls properly.
- Check and distribute mail; send outgoing mail.
- Assist with managing office supplies, including inventory and ordering.
- Clerical work, including faxing, copying and filing.
- Copy and file applications and other related material.
 - Work with administrative team on other aspects of the application process.
 - Follow all appropriate HUD and Fair Housing regulations in this process.
- Process paid bills by mailing checks and filing invoices.
- Assist with bookkeeping; become familiar with accounting software.
- Prepare and arrange for distribution of memos as needed.
- Refer tenants to appropriate staff members.

Other Job Responsibilities

- Interact in a respectful and professional manner with tenants of MAHO properties.
- Assist with marketing, tenant, and promotional events.
- Assist other staff in any and all special projects related to the organization.
- Other duties as assigned.

Skills and Qualifications*

- Organized, disciplined self-starter with ability to multi-task efficiently and effectively.
- Ability to work with diverse people.
- Strong oral and written communications skills.
- Proficiency in MS Office and Internet usage; proficient at typing.
- Ability to use office equipment.
- Office experience preferred.

*NOTE: The individual must possess these skills and abilities or, using some other combination of skills and abilities, be able to explain and/or demonstrate that he/she can perform the essential responsibilities of the job with or without reasonable accommodations.

To apply, e-mail resume to: mahofohio@gmail.com.

EOE