

POSITION DESCRIPTION

Classification

Nonexempt

Reports to

Vice President of Construction & Real Estate

Summary/Objective

Position provides day-to-day administrative duties of the construction department including but not limited to file management, permit submission and issuance, tracking of subcontract insurance, data entry, archiving project files, tracking and other administrative duties as assigned.

Essential Functions

Maintain all paper and digital project files and archive completed projects.

Provide administrative support for subcontract agreement issuance and document management including insurance certificates and grant compliance as it pertains to projects.

Take lead role in creating projects and managing the data entry of project information into construction management software.

Ensure utilities are turned over into homeowner's names upon closing and deposits are refunded (if applicable).

Compile all permit documents, submit plans and track progress of each permit application.

Assist in the submission and tracking of revisions if required.

Maintain a sense of urgency in completing tasks that impact project schedules.

Assist in monthly and quarterly reporting internally and to HFHI.

Serve as a liaison for the Construction Department to other departments within the organization and with local building departments.

Provide clerical support to the Vice President of Construction & Real Estate.

Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. High energy and the ability to function effectively with a minimum of daily direction and support. Can solve problems and make decisions independently in a creative and effective manner
3. Proficient in Microsoft Office Suite and Adobe Acrobat Pro
4. Ability to type a minimum of 50 words per minute
5. Understanding of construction processes & related administrative functions
6. Superior organizational skills
7. Strong initiative & self-starter
8. Excellent written & verbal communication skills
9. Enthusiasm, team-oriented and detailed

Supervisory Responsibility

This position has no supervisory responsibility

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Work Environment

This job operates in a professional office environment or at various event sites. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position may require working in various weather conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires extended periods of sitting and standing. The employee must also occasionally lift and move up to 25 pounds. Occasional visits to the jobsite may be required.

Position Type/Expected Hours of Work

This is a full-time position, and hours of operations Monday through Friday, 9 a.m. to 5 p.m. Some early mornings, nights and weekends may be required.

Travel

Travel is primarily local during the business hours; a company vehicle may be available. When a personal vehicle is used mileage is reimbursed.

Required Education and Experience

High school diploma or equivalent

General understanding of residential construction processes

Experience managing subcontract agreements & tracking insurance certificates

Preferred Education and Experience

Bachelor's degree

Additional Eligibility Qualifications

Must possess a valid and appropriate state driver's license.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Office Location:

4116 Silver Star Rd. Orlando, FL 32808

To Apply:

Please send resumes and cover letters to employment@habitorlandoosceola.org

All resumes will be reviewed upon receipt.

HGO is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

1/3/2019