

## POSITION DESCRIPTION

### Mission

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

### Compensation

Starting at \$20 per hour

### Benefits

- ✓ Health insurance
- ✓ Dental insurance
- ✓ Vision insurance
- ✓ Short- & long-term disability
- ✓ Life insurance
- ✓ Retirement plan
- ✓ Paid holidays
- ✓ Flexible paid time off
- ✓ Telecommuting options
- ✓ Book and movie clubs
- ✓ Wellness initiatives

### Classification

Nonexempt

### Reports to

Vice President of Planning and Construction

### Summary/Objective

The Construction Administrative Assistant is responsible for day-to-day administrative duties of the construction department including but not limited to file management, permit expediting, vendor set up and maintenance, data entry, archiving project files, troubleshooting, construction and repair project tracking, construction and repair client assistance and other administrative duties as assigned.

### Essential Functions

1. Maintain all paper and digital project files and archive completed projects.
2. Provide administrative support for construction activities through vendor set up and maintenance, including insurance renewals and subcontractor agreements.
3. Obtain, review, and compile all permit documents, submit plans, and track progress of each permit application through permit issuance, including revisions, as needed.
4. Maintain a sense of urgency in completing tasks that impact project schedules.
5. Coordinate with homebuyers, repair clients, construction team and Program Services through the lot selection process, repair projects and warranty program.
6. Serve as a liaison for the Construction Department to other departments within the organization and with local building departments and other outside agencies, as needed.
7. Take lead role in creating projects and managing the data entry of project information into construction management software.
8. Manage the organization's warranty and homeowner insurance claim processes.

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9. Assist in weekly, monthly, and quarterly reporting internally and to HFHI.
10. Manage the Construction department meeting schedules, including note taking.
11. Ensure timely and accurate dissemination of information within the Construction department and to other departments.
12. Provide administrative support to the Vice President of Planning & Construction

### Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Ability to function effectively with a minimum of daily direction and support.
3. Can solve problems and make decisions independently in a creative and effective manner
4. Proficient in Microsoft Office Suite and Adobe Acrobat Pro
5. Ability to work directly with people from diverse racial, ethnic, and socioeconomic backgrounds
6. Understanding of construction processes, permitting and related administrative functions
7. Superior organizational skills and attention to detail
8. Strong initiative & self-starter
9. Excellent written & verbal communication skills

### Supervisory Responsibility

This position has no supervisory responsibility.

### 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.

### 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.

### Position Type/Expected Hours of Work

This is a full-time, hourly position and the office hours of operation and days are Monday through Friday, 9 a.m. to 5 p.m. Some early mornings, evenings and weekends may be required.

### Travel

Travel, if any, is primarily local during the business hours and mileage is reimbursed.

### Required Education and Experience

High school diploma or equivalent

General understanding of residential construction process

Plan review or permitting experience

Must obtain Anti-Money Laundering certificate within first 90 days: training provided by Habitat

### Preferred Education and Experience

Managing subcontract agreement and tracking insurance certificates

Government planning



# Construction Administrative Assistant

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### 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

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### To Apply:

Please send resume and cover letter to [employment@habitorlandoosceola.org](mailto:employment@habitorlandoosceola.org)

All resumes will be reviewed upon receipt.

*Habitat for Humanity Greater Orlando & Osceola County, Inc. 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.*

1/24/2022

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### Habitat Greater Orlando & Osceola County Core Values

WE... leads our core values as WE are a team operating together. WE are the foundation that the core values are built upon; these values do not apply to or represent just one of us -- they apply to all of us. Only as a team will we succeed.

#### Deliberate

- Planful – You look forward and work not only on what is in front of you, but also what is on the horizon.
- Measured – You pay attention to the little details that make a big difference.
- Levelheaded – You do things the right way, even when it's not the easy option.

#### Honorable

- Candid – You point out issues, along with possible solutions.
- Transparent – You own your mistakes and learn from them.
- Trustworthy – You do what you say you are going to do.

#### Nimble

- Empowered – You accept the independence and responsibility to excel.
- Creative – You integrate process improvements and innovations into project enrichment.
- Flexible – You welcome opportunities to broaden your skill set and gain new perspective.

#### Optimistic

- Positive – You embrace opportunities to positively elevate others.
- Fun – You work hard...but have fun doing it.
- Playful – You incorporate a spirit of adventure and playfulness into your work when appropriate.

#### Tenacious

- Diligent – You are mindful about the details and show care and enthusiasm for big and small projects alike.
- Dedicated – You champion perseverance in all that you do.
- Driven – You make sure that the job gets done even when there are obstacles or tight deadlines.