



# TLINGIT & HAIDA

REGIONAL HOUSING AUTHORITY

## Position Description Office Coordinator

### **I. Summary:**

The Office Coordinator will perform a full range of administrative and office support assignments for the administration department and the various Tlingit-Haida Regional Housing Authority departments and programs.

### **II. Authority:**

Reports to the Director of Administrative Services. Supervises Receptionist and temporary admin staff.

### **III. Duties and Responsibilities:**

- Monitor and maintain office supplies and materials.
- Provide general maintenance of office equipment (copiers, postage machine, fax machine) and call for service repairs as needed.
- Coordinate and maintain branded inventory (letterhead, envelopes, business cards, etc.) and THRHA logo wear orders.
- In cooperation with the Administrator for Office of the CEO, organize and coordinate meetings.
- Coordinate routine building maintenance with the Director of Admin Services.
- Assist the Director of Admin Services with the maintenance of THRHA's policy manuals.
- Work with Director of Admin Services to develop and implement the THRHA records management system.
- Work with janitorial, elevator, building security, locking company, fire extinguisher, and alarm contractors to ensure proper cleaning and security of the buildings.
- Member of the Safety Committee.
- Type or produce reports or correspondence utilizing word processing, spreadsheet, and other business software.
- Track monthly vendor bills and pay via company credit card (janitorial, copier maintenance, mail courier services, etc).
- Record THRHA utility costs for statistical reporting.
- Process credit card report monthly.
- Keeps current with trends and developments related to THRHA's programs processes.
- Provide back up support for the Receptionist.
- Make travel arrangements for staff as needed.

### **IV. Required Knowledge, Abilities and Skills:**

- Ability to work independently and perform clerical assignments with minimal oversight.
- Ability to read, comprehends, explain, and apply written procedures.
- Working knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Working knowledge of filing and record keeping systems.
- Ability to recognize differences among data, facts, objects, or material.
- Ability to compare data from two or more sources for accuracy and completeness.
- Ability to operate office equipment

## Office Coordinator

- Ability to greet visitors, answer the phone and answer or refer incoming inquiries from the public.
- Ability to perform complex data entry tasks.
- Working knowledge of MS Office Suite software and the use of computer systems including databases.
- Ability to follow oral and written instructions.
- Must be able to communicate clearly and accurately with a variety of individuals.
- Must have a valid Alaska State driver's license
- Strong customer service skills.
- **Physical Requirements of the Position:** *The physical demands described are representative of those that must be met to successfully perform the essential functions of this job.* Mobility and ability to sit for long periods of time, keyboard, bend, reach and lift up to 40 lbs.
- Must be able to lift 40 pounds.
- While performing the duties of this job, the employee is regularly required to:
  - Talk or hear;
  - Sit for extended period;
  - Stand;
  - Walk;
  - Reach;
  - Push and pull.

### **V. Minimum Qualifications:**

High School Diploma or GED, 4 years of experience (paid or volunteer) performing duties related to office or clerical support. An associate's degree in business or related field may substitute for 2 years of experience.

### **VI. Grade Level:**

Grade 11

Non-exempt

### **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 their job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Signatures**

This job description has been approved by:

Supervisor/Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Revised (May 2018)