

United Housing Connections

Job Vacancy: Administrative Support Coordinator

ABOUT UNITED HOUSING CONNECTIONS

Connecting people and housing solutions to eliminate homelessness is the mission of United Housing Connections. Founded in 1997, UHC is a non-profit organization that works with more than 35 community agencies throughout the Upstate of South Carolina to provide affordable housing for homeless and /or at-risk families, children and individuals. The organization coordinates the Continuum of Care throughout a 13 county area. The Continuum of Care is a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. It includes action steps to end homelessness and prevent a return to homelessness. To learn more, visit the website at www.unitedhousingconnections.org

ABOUT THE POSITION

Coordinates office, property management and vehicle administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects, sorts, and scans incoming checks, invoices, faxes and mail and distributes as appropriate.
- Receives rent payments and issues receipts.
- Assists A/R with data entry into Quickbooks and YARDI systems
- Greets guests upon arrival. Ensures everyone in the building signs in and out.
- Ensures office supplies, refreshments, paper goods etc. remain stocked at all times.
- Codes line staff accounting documentation as appropriate.
- Acts as primary receptionist on the telephone, providing information where appropriate or transfers as needed. Documents all phone calls and voice mail messages
- Enters reported work orders into YARDI and emails info as appropriate.
- Assists with ordering office supplies, toner, postage, and any other supplies and manage the inventory of such.
- Acts as the contact for repair requests on company copiers. Ensures they remain stocked.
- Maintains an accurate schedule of the conference room reservations.
- Maintains an accurate cell phone and car assignment listing and allocations. Oversees preventative maintenance, documentation and cleanliness on company vehicles.
- Maintains and organizes company documents on the N: drive.
- Coordinates employee event emails sent to all staff monthly (birthdays, births, etc.)
- Assists in running errands such as bringing mail to the post office.
- Assists in making copies and sending faxes when needed.
- Assists in any bulk mailing including collecting supplies, printing and preparing for distribution.
- Assist in any other activities as needed.
- Coordinates, recruits, and over-sees any office volunteer staff

QUALIFICATIONS, EDUCATION and/or EXPERIENCE

- High School graduation required. Associates degree or higher desired.
- Minimum of 3-5 years' experience.
- Experience with bookkeeping, word processing, spread sheets, property management software and office machines required.
- Good verbal, interpersonal, and writing skills required.

LANGUAGE SKILLS

Proficient English; Spanish as a second language a plus. "People skills" essential. Must be able to prioritize. Must be able to deal with crisis in a calm and professional manner.

REASONING ABILITY

Good math, verbal and writing skills. Excellent interpersonal, communications and computer skills.

CERTIFICATES, LICENSES, REGISTRATIONS – None

PHYSICAL DEMANDS

Sitting, travel to and from relevant home, office and agency sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics include street locations, offices, shelters, hospitals and other agencies located throughout several different counties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY

Please submit cover letter including salary requirements and current resume to Donald Schleicher, CFO, at dschleicher@uhcsc.org