Updated May 2018
Updated March 2023
Updated November 2026
Administrative

Job Description: Office Manager

Purpose: To further the mission of Habitat for Humanity Saint Louis by day-to-day oversight of the Habitat for Humanity St. Louis offices/facilities.

Duties and Responsibilities:

Administrative

a. Provide general administrative support to the CEO and other Management Staff.
b. Responsible for general onboarding of new hires and exiting employees.
c. Manage Habitat's vehicle records and related documentation, including registrations, renewals, and other required documentation; maintaining up-to-date records for all authorized Habitat drivers; and assisting with auto insurance renewals.
d. Maintain an asset inventory log, ensuring each asset is properly assigned to the responsible staff member, with updated records of asset locations, transfers, and equipment assignments.
e. Compile and submit various reports including regularly required submittals to Habitat for Humanity International and the State of MO, among others.
f. Maintain accurate and updated records of the Board of Directors and other ongoing Committees and coordination of meeting logistics/set-up.
g. Supervise the Maintenance staff, including overseeing daily activities, coordinating maintenance needs, and ensuring timely completion of assigned tasks.

Communication

d. Professionally and courteously greet in-person visitors and/or answer phones (including timely processing of voice mail) and direct inquiries/visitors.
e. Responsible for coordinating and maintaining affiliate master calendar.
f. Disseminate information to external audiences about the affiliate in the form of mass mailings, e-mails, or other forms of communication including monthly meeting announcements and coordination for committees.
g. Regularly develop and distribute information internally to department heads and other administrative staff, including the production of a weekly email to all staff inclusive of relevant information and upcoming events.

Office Services/ Efficiency

h. Responsible for oversight of other affiliate support staff or volunteers.
i. Receive incoming mail, insuring accurate processing of all items including checks and invoices.
j. Responsible for day-to-day management and vendor coordination for all IT services and hardware, administrative office equipment, and systems, such as copiers, phone system (both land lines and cellular), and security system.
k. Responsible for day-to-day management, scheduling, and direct oversight of upkeep of affiliate physical space and common areas:
l. Manage and coordinate all office supplies and materials.
m. Other duties as assigned.

General Requirements:

a. Excellent communication and organizational skills, and the ability to manage simultaneous tasks.

b. Ability to anticipate future needs of the affiliate and initiate and complete tasks without supervision and with regular updates to relevant personnel.
c. Basic knowledge of, and working experience with, the Microsoft Office Suite and office equipment.
d. The ability to work well with volunteers.
e. A valid driver's license and reliable transportation are required.
f. A commitment to the mission of Habitat for Humanity Saint Louis.

Responsible to: Director of Finance and Administration
Chief Executive Officer

Educational background: Various forms of education or professional experience will be considered.

Physical requirements: Ability to work on a computer for long periods; the ability to lift and carry packages and/or supplies weighing up to 30 lbs.; the ability to arrange office furnishings as needed for various meetings and other events.

Salary and benefits: This is an hourly (non-exempt) position with a minimum starting pay of $20/hour – higher amount possible based on qualifications. Employer provided medical, dental and vision care. Matching 401k upon qualifying. Paid time off after the completion of an introductory period. Paid holidays.

Hours: Office Hours are Monday through Friday, 9:00 a.m. to 5:00 p.m., flexibility for lunch break/hour. Minimal hours on evenings or weekends.

Application process: Please send resume and cover letter, including salary requirements, to Kimberly McKinney, CEO, at Kimberly@habitatstl.org, **and** Irena Dimitrova, Director of Finance and Administration, at Irena@habitatstl.org. Email submissions only. **No phone calls, please.**

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate your employment at any time, for any reason.

This job description does not list all the duties of the job. You may be asked to perform additional duties. In addition, you will be expected to exercise your independent judgment in determining other tasks that need to be performed to increase the efficiency of the operations. You will be evaluated in part based upon your performance of the tasks listed in this job description and in part based upon the initiative you take in identifying and undertaking additional functions relevant to the operations of the business.