



Administrative Assistant - Housing Resources

Location:
Lawrenceville, NJ

Position Type/Classification:
Full-Time / Non-Exempt

Reporting To:
Director of Housing Resources

Compensation/Salary Range:
\$20-22/hour

Organization Overview

HomeFront, a 30-year-old nonprofit social services agency in Mercer County is seeking an Administrative Assistant with passion, dedication, and a deep desire to help families become self-sufficient.

The Administrative Assistant to Director of Housing Resources will support the director with administrative tasks to enable the department to increase efficiency and provide a great positive impact in the community.

Essential Job Functions:

- Assist Director in administrative duties
- Schedule and organize director's calendar
- Input data, assist with data analysis and help maintain up-to-date client files
- Create and modify documents such as meeting agendas, referrals, and other forms using Microsoft Office Suite
- Complete electronic requisitions for department purchases
- Answer telephones, transfer calls, retrieve and communicate messages
- Interact positively with clients, volunteers, and visitors
- Schedule and organize activities such as meetings, staff and client training and conferences,
- Perform general administrative duties to include but not limited to: reserving meeting space, ordering food for larger meetings, photocopying, faxing, mailing, and filing
- Develop and maintain cooperative working relationships with other social service agencies
- Coordinate client transportation as needed
- Ensure and protect agency, employee, and client confidentiality
- Collaborate with HF departments; IT, Accounting, Solution Center and HR to support program
- Complete monthly department report

Job Competencies

- Trauma-Informed Approach
- Adaptability
- Strong Interpersonal skills
- Independent, proactive thinking
- Strong verbal and written communication skills
- Analytical thinking
- Active listening skills
- Collaboration skills
- Strong interpersonal skills
- Attention to detail

Technical Skills

- Proficiency in Microsoft Office Suite and Google platform

Requirements:

- Associate's Degree
- 3 years' administrative experience

Physical Demands:

This is largely a sedentary role, however, ability to lift files, open filing cabinets, bend and stand are necessary.

Travel

Some local travel may include accompanying or driving clients to events

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or change at any time.

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