

Position: Office Generalist	Reports to: Chief Executive Officer
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POSITION SUMMARY:

The Office Generalist is responsible for administrative support of day-to-day operations of Gainesville Housing. This includes, but is not limited to, processing board correspondence and materials, managing schedules, assisting with travel arrangements. This is a highly responsible work environment within a team of professionals. The Office Generalist is expected to assist in completing a variety of projects by a set deadline to support the achievement of organizational goals. Additional responsibilities of the Office Generalist require a high level of proficiency in the Office Suite, as well as a high level of professionalism.

JOB SPECIFIC COMPETENCIES:

1. Provide direct administrative support.
2. Assemble documentation for board related correspondence.
3. Correspond between Gainesville Housing staff and board members effectively and with professionalism.
4. Collect incoming, or outgoing mail, i.e.: UPS, FedEx, US Postal
5. Submit reports and prepare proposals and presentations as needed.
6. Assist administrative staff where there is an opportunity to do so.
7. Perform any other relevant, project-related duties when necessary.
8. Manage agendas/travel arrangements/appointments for organizational staff.

POSITION QUALIFICATIONS:

Education:

- High School with some college preferred

Experience/Specialized Knowledge:

- Outstanding written and verbal communication skills
- Excellent presentation skills
- Strong attention to detail, deadlines, and budgetary guidelines
- Familiarity with office management procedures
- Excellent knowledge of MS Office software.

Preferred Other Requirements:

- Completion of in-house training within the first 90 days of employment
- Passion – Enjoys the work that they do and demonstrates a pleasant demeanor on the job and shows desire for success.
- Entrepreneurial Spirit – Exhibits behavior that is consistent with the Vision, Mission, and Core Values of the Company; contributes to making the working environment enjoyable for themselves and others.

The Office Generalist may be required to assist with special projects or activities designated by the Company or in the absence of the Executive Director. This may include due diligence, property acquisition/disposition, serving on or participating in company sponsored or sanctioned committees, organizations, functions, etc.

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, nor permanent and it may be modified at any time. At the request of their supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.

I acknowledge receipt of a copy of the Office Generalist job description and comply with the guidelines set forth.

Employee Name (printed)

Date

Employee Signature

Witness Signature

Date