

JOB DESCRIPTION



Job Title:	Administrative Assistant	Reports to:	Chief Operations Officer (COO)
Status:	Full-Time, Regular	FLSA:	Non-Exempt
Department:	Construction (CIP)	Location:	IRHA Administrative Office
Schedule:	Monday through Friday	Hours:	8 AM to 4:30 PM
EEO-1:	Administrative Support Workers	SOC Code:	43-6014.00
Approved By:		Date:	

Job Summary: Provide high-level administrative support to the Chief Operations Officer (COO) and Construction staff. Provide administrative support by coordinating, planning and tracking projects for the construction department. Duties will also include coverage for travel and the front desk as needed.

Essential Functions:

- Be the point of contact for the construction department. Answer phones, field calls to appropriate personnel, and relay messages as needed.
- Provide and assist construction staff with administrative support and clerical support.
- Communicate, distribute and implement new standardized forms/systems and update field procedures to improve project operations for compliance with regulations.
- Assist with the planning and tracking of construction site activities via reporting and scheduling software. Provide regular schedule updates to Chief Operations Officer and Foreman on the progress of all capital improvement projects (CIP) activities.
- Assist with providing documentation for contracts and grants for projects as needed.
- Provide correspondence to clients, Tribal Organizations, and IRHA departments in regards to projects, budgets, scopes, status, and schedules.
- Authorize and coordinate travel for construction employees.
- Provide assistance and follow through on completion of work orders, invoices, and purchase orders to ensure compliance prior to submitting to the Finance Department for payment.
- Prepare and distribute various construction reports/forms, including, but not limited to, Foreman binders, timesheets, labor coding task lines, travel orders, materials request, check requests, etc.
- Work in coordination with Foreman to ensure timesheets are submitted in a timely manner to payroll. Verify and ensure CSI coding is done correctly prior to submission. Provide training of CSI coding to new construction personnel as needed.
- Maintain construction personnel leave calendar and staffing updates.
- Coordinate with Planning, Housing, and Weatherization Departments on project activities including new projects/proposals, status, scheduling, budgets, etc.
- Establish, organize and maintain electronic and paper office files.
- Contact and coordinate with stakeholders, outside agencies and Tribes, as needed/directed.
- Create and distributes quarterly publications, help with IRHA newsletters, annual report, create and maintain other published materials, public announcements/relations, social media and website as needed.
- Ensure construction department reports are collected and reviewed for meetings including editing and recommending changes.
- Work as part of a team and/or take the lead in coordinating and planning organizational and joint collaborative meetings, communications, conferences and events.
- Assist in copying, certifying and distributing and/or mailing documents, creating draft to final correspondence, memos, letters, spreadsheets and forms for COO.
- Research and assemble information from a variety of sources for the preparation of records, reports, manuals and guidebooks, including compiling, producing and manipulating data as needed. Enter, retrieve, and input electronic data into established forms and computer system quickly and accurately.
- Attend meetings at the request of management, take minutes and report back as necessary.

- Log and track complaints sent to the housing authority, ensuring that appropriate responses are completed.
- Keep COO abreast of issues requiring her/his knowledge, and all housing authority activities.
- Receive telephone calls, screen visitors, respond to requests, refer to appropriate staff and/or recommend action. Cover front-desk as needed.
- Create and update business forms as needed.
- Work independently and/or with a team on special and nonrecurring and ongoing projects at the request of the COO, which may include: planning and coordinating multiple presentations, disseminating information, and organizing company-wide events throughout the year.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of office administration practices, procedures, protocols and terminology.
- Knowledge of and ability to use computer hardware, electronic data base management and related software.
- Knowledge of and ability to use standard office equipment, e.g. phones, copier, fax.
- Knowledge of and ability to apply correct English usage, including spelling, grammar and punctuation.
- Knowledge of and ability to apply computer and technology skills in order to perform word processing, create spreadsheets, maintain database and use standard business software.
- Ability to handle complex responsibilities such as conducting research, preparing Reports.
Ability to read and comprehend complex and technical documents.
- Ability to analyze and solve routine problems.
- Ability to work with written and computerized data.
- Ability to learn, follow and apply established regulations and procedures.
- Ability to accurately perform mathematical computations.
- Ability to communicate information in writing so others will understand.
- Ability to effectively understand and communicate verbally with others.
- Ability to type accurately at a speed necessary to meet the requirements of the job.
- Ability to organize, set priorities and exercise sound judgment within areas of responsibility.
- Ability to organize and maintain office and specialized files.
- Ability to maintain sensitive and confidential information.
- Ability to understand and follow written and oral instructions
- Ability to prepare clear, accurate and concise records and reports
- Ability to perform highly detailed work on multiple, concurrent tasks with constant interruptions and work under changing deadlines.
- Ability to use tact, discretion and courtesy in dealing with clients, the public, and others encountered in the course of the work.
- Ability to establish and maintain working relationships with managers, employees and others encountered in the course of work.
- Ability to travel as needed.
- Strong communication and presenting skills required.

Supervisory Responsibilities:

None.

Qualifications:

- One year of administrative support or secretarial experience.

Preferred:

- Associate's degree from two-year college or technical school in business.
- Two years' experience with construction or housing projects.
- Experience using budgeting software.

WORKING ENVIRONMENT: The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities.

PHYSICAL DEMANDS: An individual will be required to work the majority of hours in a general office environment, and will need to be able to quickly respond to a change in work demands. Occasional light lifting (30 lbs) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMODATION: It is IRHA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.