



Office Assistant

Our Mission:

- The Homeless Families Foundation educates and nurtures children while empowering families to achieve stable housing and self-sufficiency.

Position Overview:

- This position reports to the Office and Facilities Manager and is responsible for assisting visitors to the facility while promoting a welcoming environment and assisting with Finance related tasks

Key Responsibilities:

- Manages self and position responsibilities in a manner which is congruent with HFF values, mission, policies and procedures.
- Greets people entering the building, answering any questions, and notifying staff when someone is there to meet or visit them
- Answers a multiple line phone system, manages calls by routing them to the proper extensions or taking messages and delivering them within our message system along with setting up conference calls as requested
- Manages the log of who is entering and exiting the building
- Accepts deliveries and mail, organizes them to be distributed to the correct recipients and ensures they get to the recipient in a timely manner while also managing outgoing mail and packages for pickup
- Serves as a welcoming representative of the agency, offering friendly service to those entering the building or calling on the phone
- Maintains the reception area and meeting rooms, keeping them clean and sanitized between meetings
- Schedules appointments as requested and monitors meeting room reservations;
- Assists clients who come into the building by providing reference materials
- Assists with Accounts Payable and Accounts Receivable duties, as necessary
- Locates documentation for invoicing or audits
- Handles filing, scanning and data entry as requested
- Assists with office supply orders.
- Completes all other duties as assigned

Qualifications:

- Congruence with agency mission and values required
- High School Degree required
- 1+ year experience in an administrative role required
- 1+ year experience working with accounting, finance, accounts payable, or accounts receivable required
- Demonstrated skills, knowledge and experience in the following areas required:
 - Data entry
 - General computer skills
 - Microsoft Outlook Word, Office, and Excel
 - Written communication

- Customer service
- Valid Ohio driver's license, proof of automobile insurance, and ability to successfully pass a criminal background check required.
- Physical ability to lift supplies and perform general office duties.