



JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT / RECEPTIONIST

HOM, Inc. is currently seeking an experienced professional for the position of Administrative Assistant/Receptionist. HOM, Inc. manages Rapid Re-Housing and Permanent Supportive Housing programs for individuals and families experiencing homelessness. These programs provide housing assistance to approximately 2500 households throughout the Phoenix metropolitan area and surrounding communities in Maricopa County. Primary duties revolve around reception and administrative tasks. The position requires a pleasant demeanor, ability to handle a large volume of walk-in traffic concurring with scheduled appointments, ability to work little to no supervision a majority of the time, have a team-oriented attitude and the ability to organize and prioritize work assignments. The Administrative Assistant will provide additional administrative support to program supervisors and managers. The Administrative Assistant is a non-exempt position with a classification of "Administrative".

Primary Job Responsibilities

Program Duties

- Greet all visitors to the office.
- Provide back-up to automated attendant (phone system); retrieve voice mails left on general mailbox and distribute to correct staff member.
- Opening and closing office responsibilities and duties.
- Assist in the daily briefings by making photo copies, directing clients to correct location and finalizing intake packets.
- Print, assemble and maintain program briefing packets and keep adequate supplies made up in advance.
- Access and run DES reports using the DES Aztec system for team members.
- Print, assemble and maintain annual recertification packets and keep adequate supplies made up in advance.
- Generate mailing labels; prepare and mail annual recertification packets.
- Assist with housing program referral and briefing attendance tracking systems; including maintenance of spreadsheets and exchange of associated paperwork with partners
- Provide data input into company software programs
- Generate performance report for housing programs weekly for updating data visualizations
- Provide clients with low level assistance utilizing company software programs.
- Maintain community coordinated entry info resource list for handing out to visitors.
- Order lunch/meals for all company meetings.
- Maintain kitchen duty calendars.
- Initiate birthday cards and treats for staff birthdays.

Administrative Duties

- Assist with terminated files in the breakdown and entering data into tracking spreadsheets
- Performs filing and copying
- Process daily outgoing mail, receive mail and distribute
- Protects organization's value by keeping information confidential
- Must be proficient in utilizing Microsoft Office including word, excel and outlook
- Prepare conference room for daily use and after each use.
- Perform a variety of clerical duties and assists Executive Team as necessary

HOM, INC. PROVIDES COMPETITIVE WAGES AND EXCELLENT BENEFITS INCLUDING:

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| ◆ Paid Time Off Program | ◆ S.I.M.P.L.E. IRA |
| ◆ Paid Holidays | ◆ Tuition Reimbursement |
| ◆ Medical, dental and vision benefits | ◆ Employee Incentive Programs |
| ◆ Section 125 Cafeteria Plan | ◆ Once monthly chair massages |

Interested applicants should send a cover letter and resume, including salary history, to employment@hominc.com. The position will remain open until filled.

