



JOB POSTING

DATE: 05/11/2021

OFFICE MANAGER - MAINTENANCE

POSITION SUMMARY: This position is a high level administrative function for the Maintenance Department. This person will assist the Work Order Clerk in generating work orders as needed, track Renovations, and oversee departmental operating systems and electronic filing systems. The position will assist all Maintenance and Renovations Supervisors with technical support. It requires strong skills in computers, data entry, scheduling, EXCEL spreadsheets, and must possess strong attention to detail and excellent customer service skills.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Provide supervision/direction to the Work Order/Purchasing Clerk.
2. Handle the work order system: Maintain a master log, receive work requests by phone or writing, input into work order system, receive and close completed work orders, initiate charge backs and file completed work orders.
3. Input labor costs for each work order.
4. Generate work order activity and outstanding work order status reports.
5. Determine nature of work request and assign priority.
6. Assist in managing the Renovations function, including staff and contractor activities through project completion. (See Standards of Performance)
7. Manage the Preventative Maintenance System: initiate work orders on scheduled date, receive completed work orders, document work performed in master file, issue call backs when necessary and generate a monthly Preventative Maintenance Activity/Status Report.
8. Complete all daily, weekly and monthly duties per the Standards of Performance.
9. Assist with purchase orders and execute invoice payments.
10. Generate monthly Work Order and Renovations activity reports for management by the 5th of the month.
11. Perform administrative work such as answering phones, filing, and data entry, as well as oversight of the Mobile Work Order and on-line Rent Café/Work Order request system. Troubleshoot requests from residents and /or staff.
12. Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Practical knowledge of Work Order and Planned Maintenance systems desirable.
2. Ability to establish and maintain effective working relationships with employees, residents and the general public.
3. Ability to prioritize work and perform multiple tasks at one time.
4. Ability to work independently to meet deadlines.
5. Good communication skills, both oral and written.
6. Good organization skills and ability to follow-up on outstanding work issues.



MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent; Associates degree in business or related field preferred.
2. Three to five years of administrative experience.
3. Or an equivalent combination of training and experience to meet the required knowledge.
4. Intermediate computer skills with knowledge of software packages.
5. Must be bondable.
6. Must have a valid driver's license.

PHYSICAL REQUIREMENTS:

1. Prolonged periods of sitting at a desk and working on a computer.
2. Ability to stand, walk, stoop, reach, climb stairs for prolonged periods regularly.
3. Must be able to lift up to 20 pounds occasionally.

***** Please forward resume and email expressing interest to HR@HACOV.ORG *****