

Montgomery Housing Partnership (MHP) is seeking a full-time **OFFICE ADMINISTRATOR** to serve at the Front Desk and the Operations Department. Reporting to the Vice President of Operations, The Office Administrator will be responsible for the provision of the administrative, facilities, and information technology needs of the office. The Office Administrator position requires solid secretarial and organizational skills and the ability to perform and prioritize multiple tasks with limited supervision.

Who we are: MHP is an active and growing nonprofit organization founded in 1989 that develops, acquires, rehabilitates, and builds quality homes to meet the growing need for affordable housing in Montgomery County and neighboring communities. MHP's community-based projects and programs include providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in communities impacted by economic challenges and mass transit construction.

Responsibilities:

- Manages administrative services, including office equipment, office supplies, furniture, and telephones.
- Coordinates all facilities management and space needs of staff, as directed by the VP of Operations.
- Coordinates all information technology needs with MHP's Information Technology vendors and serves as in-house IT support.
- Composes and edits correspondence as requested.
- Performs administrative support, including word processing, filing, daily mailing, copying, faxing, scanning, and answering phones.
- Assists with inputting contact information into MHP's mailing list database; updates MHP's Staff Directory; coordinates and sends out internal and external mass email communications.
- Responds to general information requests, including making referrals to appropriate staff and other agencies and sending documents by mail or email.
- Sorts and distributes daily mail.
- Maintains office files and office copy room.
- Maintains office supplies through frequent inventory management and monthly ordering.
- Maintains MHP office calendar, conference room calendar, and MHP Info email account.
- Provides support for all MHP events, including preparation and registration.
- Performs other duties as assigned.

Qualifications and Skills:

- Bachelor's degree or specialized training.
- 1 – 3+ years' experience required, including progressively responsible experience in office administration.
- Proficient typing skills required, thorough knowledge of MS Word, Excel, Outlook, Access, and PowerPoint. Database experience preferred.
- Excellent grammar, editing and proofreading skills to produce complete, correct correspondence and reports.
- Demonstrated telephone and interpersonal skills to represent the company to all parties.
- Knowledgeable about office procedures, purchase orders, and equipment.
- Experience with independently troubleshooting and resolving IT issues.
- Demonstrates professionalism, diplomacy, and composure and is flexible and able to adapt to various situations.
- Ability to perform multiple tasks and routine and complex administrative duties in a fast-paced environment.
- Ability to work independently with minimal supervision and take responsibility for moving tasks forward.
- Strong organizational skills and ability to coordinate complex activities, prioritize conflicting demands and meet deadlines.

- Must be highly motivated, be able to work independently, and possess strong written and oral communication skills.
- Incumbent is expected to demonstrate solid ethics and professionalism in interpersonal relations and work as an influential collaborative team member.
- Fluency in Spanish is helpful but not required.

Compensation: Salary is determined based on applicable experience.

Benefits include health, vision, and dental insurance, STD, LTD, and Life insurance paid vacation, sick leave, holidays, transportation stipend, and a matched contribution retirement plan after meeting plan eligibility hiring time.

Application Process: To apply, submit your resume and a one-page cover letter with your salary requirement to hrjobs@marcumllp.com or Lina.davila@marcumllp.com. Please include the job title “**OFFICE ADMINISTRATOR**” in the subject line of your email.

Background and Reference Checks: The finalist (s) for this position will be subjected to a criminal screening and must consent to pre-employment background and reference checks.

MHP is an Equal Opportunity Employer