



# Habitat for Humanity®

of Wake County

*Serving Wake and Johnston Counties*

## Administrative Assistant Volunteer:

Habitat for Humanity of Wake County needs an Administrative Assistant to provide support to our office staff. This is a volunteer position that requires a commitment of approximately 10-20 hours a week.

Ideal candidate would have background in office administration, data entry, database management; should have accurate typing and computer skills; and must enjoy working in a learning environment. Please submit cover letter and resume to our Community & Volunteer Engagement Manager Christin Murphy ([christin.murphy@habitatwake.org](mailto:christin.murphy@habitatwake.org))

### Our ideal candidate:

- Has strong computer, typing, Internet and email skills
- Knows how to use Microsoft Office and Google Suite (mostly Word/Excel and Google Docs/Sheets)
- Can use Standard office equipment (telephone system, printer; copier; fax; mail meter)
- Has strong organizational and communication skills
- Has great attention to detail and accomplishes tasks with diligence and accuracy
- Is flexible and adaptable! In our work environment, priorities may change day by day
- Enjoys working with others and has a service-oriented attitude
- Is dependable and able to work on deadline.

### Your tasks might include:

- Setting up and implementing a new permanent filing system
- Helping with assorted mailing projects (stuffing and addressing envelopes, writing personal notes)
- Conducting research for contact development
- Updating database records (keyboard/data entry)
- Answering phones and greeting visitors
- Copying, filing, sorting and compiling various hard copy packets of information
- Running various errands (minimal—includes pick-up/delivery, no heavy lifting required)

### Dress Code:

- Business Casual

**Reports To:** Executive Assistant Fellow