



Houston Community Land Trust Office Manager Job Description

Description

Houston Community Land Trust (HCLT)'s mission is to make affordable homeownership achievable for limited-income households in Houston, Texas. We connect income-qualified homebuyers to perpetually affordable homes in neighborhoods across the city. HCLT also provides stewardship services and long-term support necessary for HCLT homebuyers to be successful in homeownership.

HCLT seeks a full-time **Office Manager** to join its staff. This position supports office operations and serves as an executive assistant to the Executive Director and Housing Director. The **Office Manager** will work with senior staff to ensure smooth office operations by coordinating administration duties and office procedures and ensuring organizational effectiveness.

Responsibilities

- Maintains office operations by organizing office procedures, submitting payroll, controlling correspondence, designing filing systems, and performing clerical functions.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Develops and implements office policies by setting up procedures and standards to guide the operation of the office.
- Coordinates IT needs, procurement, and support.
- Assists the Executive Director and Housing Director by organizing and scheduling meetings/appointments and following up on tasks/communications.
- Performs and reviews special projects as assigned including planning and organizing company events.
- Keeps management informed by reviewing and analyzing reports/correspondence, summarizing information, and identifying trends.
- Manages relationships with vendors to ensure timely payment of invoices, oversee procurement processes, and recommend cost savings mechanisms as appropriate.
- Performs basic bookkeeping functions.
- Provides general support to visitors and responds to general inquiries.
- Represents HCLT in a professional and exceptional manner.
- Performs additional duties as assigned by senior staff.

Qualifications

- At least three to five years as an operations manager or office administrator.
- Proficiency with the Microsoft Office Suite of programs.
- Demonstrated knowledge of basic accounting, data, and administrative management procedures.
- Excellent written and verbal communication.
- A valid driver's license.

Preferences

- At least three years as an executive assistant to senior staff.
- Experience utilizing Salesforce and/or QuickBooks.
- A bachelor's degree from an accredited institution.
- Bilingual ability to speak Spanish, Urdu, Vietnamese or Chinese.

Skills

- Strong organizational and planning skills.
- Advanced time management and problem-solving skills.
- General computer skills and knowledge of commonly used software packages.
- Ability to relate comfortably and respectfully to individuals of different racial/ethnic, economic and cultural backgrounds.
- Ability to work in a team environment and communicate well with coworkers.

Working Environment/Conditions

This position requires prolonged periods in a seated or standing position in a normal office environment with acceptable lighting, temperature, and air conditions. Occasional light lifting (up to 20 pounds) and travel outside in less-than-optimal temperature conditions may be required.

Physical Demands/Requirements

Candidates must be able to remain in a stationary position for the majority of the work day, must be able to operate a computer and other common office equipment, and must be able to move about inside the office to access equipment.

Supervisory Duties

This position reports to the Executive Director and will not have direct supervisory responsibilities.

Salary and Benefits

Low 40's to Low 50's

Houston Community Land Trust provides a competitive comprehensive benefit package, including medical, dental and vision coverage, life insurance, as well as 15 days' vacation and paid holidays.

How to Apply

To apply to this position, please email your resume and cover letter to info@houstonclt.org. In the subject line of the email, include your last name and "Office Manager Application."