



Administrative Manager
Job Description
Maumee Valley Habitat for Humanity



Reports to: Executive Director

Direct Reports: None

Employment Status: Full-Time Salaried

Job Classification: Exempt

Salary Range: \$58,000 - \$63,000

Work Location: MVHFH Offices

Position Summary:

Maumee Valley Habitat for Humanity (MVHFH) is a nonprofit housing organization that brings people together to build homes, community and hope in Lucas County. Our vision is of a world where everyone has a decent place to live. We work toward this vision by building and improving homes in partnership with individuals and families in need of a decent and affordable place to live.

The Administrative Manager is responsible for overall management of the administrative functions of MVHFH, including Human Resources, Payroll, Office Management, Risk Management, and Board Support. This role includes (1) overall management of the HR function – creating and implementing policies, programs and processes, (2) keeping the building serviced and the staff equipped to do their best work, and (3) providing administrative support across MVHFH. The Administrative Manager will work with a wide variety of stakeholders, including the Board, the Executive Team, MVHFH Staff, and external vendors and service partners to ensure effective operations.

Responsibilities and Duties

Human Resources Management – 50% of role

Compliance

- Oversee compliance with federal, state, and local employment laws and regulations and HFHI best practices. Complete self-audits and recommend best practices to maintain compliance.
- Review, maintain, update, and communicate the employee handbook and related MVHFH policies.
- Maintain compliant personnel files and update employee records, as needed.
- Conduct annual or ad-hoc driver's license and background checks, as needed.

Hiring & Onboarding

- Manage full life-cycle recruiting including job description creation, job board posting, screening, interviewing, and job offers.
- Conduct pre-employment background screening.
- Develop and lead orientation and onboarding processes.

Total Rewards

- Manage compensation structure, including market analyses for positions, FLSA status, and relevant surveys.
- Working with providers, manage benefit programs from plan design through day-to-day administration, including QSEHRA, disability insurance, and SIMPLE (retirement).
- Manage time off programs, including PTO and sick time.
- Approve and audit benefit invoices.
- Develop programs and events to assist with employee recognition, retention and morale.

Timekeeping & Payroll

- Manage on-site time keeping system for all employees, including managing the verification of daily and weekly hours worked, rectifying missed punches and tracking attendance such as excused time off, unexcused time off, and tardiness.
- Prepare bi-weekly payroll by providing relevant data to payroll provider.
- Update payroll with relevant employment changes, such as hires, terminations, and job and pay rate changes.

Talent Development

- Manage the performance management system including goal setting, coaching and feedback, and performance reviews.

- Create career progression and career development tools and process.
- Lead succession planning discussions with leadership.
- Oversee, coordinate, and track completion of required employee training.

Employee Relations & Discipline

- Lead issue and/or conflict resolution among staff.
- Lead issue investigation and progressive discipline process.

Office Administration – 20% of role

- Manage and maintain contracts for all building related services. Schedule cleaning services. Order all necessary supplies for the building.
- Manage and maintain contracts for providers of all office equipment and enabling technology, such as office phones, mobile phones, and copier contracts.
- Coordinate with external provider to manage computer equipment.
- Manage departmental budget. Participate in budget preparation for payroll and office-related costs.
- Maintain organizational charts and phone lists.
- Prepare staff meeting presentations.

Risk Management and General Administrative Support – 20% of role

- Coordinate the Risk Management Team meetings and help to oversee work needed by Team to reduce risk throughout the Affiliate.
- Maintain a schedule of Policies & Procedures. Review policies and procedures at least annually with responsible Director to determine if updates are necessary and help to implement updates.
- Maintain updated Certificates of Insurance for contractors.
- Communicate workplace safety procedures.
- Monitor, record and file Incident Reports. Complete OSHA injury and illness log and report annually.
- Manage Workers' Compensation program including submitting and tracking claims and overseeing return to work plans.
- Manage insurance policies and claims; work with leadership on annual renewals and audits.
- Work with IT consultant and HFHI tools to educate staff on cyber security risks to reduce entity risk.
- Act as the designated safeguarding officer, responsible for overseeing awareness of reporting mechanisms and acting as point person for safeguarding communication from HFHI.
- In partnership with Construction Team, conduct utility set-up for new home construction projects.

Board Administration Support – 10% of role

- Prepare packet and meeting presentation for Board of Trustees' meetings.
- Capture meeting minutes and attendance during Board of Trustees' meetings.
- Provide administrative support for Executive Director for follow-ups requested at Board meetings.

Other duties as assigned.

Working Conditions and Physical Requirements

This position is performed primarily in an office setting and may require sitting for long periods at a time. This position requires frequent computer use and occasional lifting up to 10 lbs.

Job Requirements

Must have commitment to the Habitat mission and uphold its values and ethics.

- This position requires a valid state driver's license, safe driving record, reliable transportation, and insurability through our vehicle insurance carrier.
- Must pass background check, including criminal records and sex offender registry prior to offer of employment.

Education, Experience, Certifications

- Bachelor's degree in Human Resources or related field.

- 3-5 years of progressive, broad Human Resources experience. 1-2 years of supervisory experience preferred.
- Paid or volunteer experience with non-profit community-based organizations a plus.
- PHR or SHRM-CP certification preferred.
- CPR, AED and First Aid certification required (training provided, if necessary).

Knowledge

- Strong knowledge of and practical experience in hiring and onboarding, compensation, benefits, payroll, training, developing, coaching, and managing performance.
- Knowledge of managing employee handbooks, writing and implementing policies, and managing employee relations' situations – such as disputes or conflict resolution.
- Experience managing vendor contracts.
- Experience managing safety and workers compensation.

Skills

- Excellent interpersonal communication skills, including written and verbal formats
- Strong presentation skills, including to staff and leadership
- Demonstrated critical thinking, analytical problem-solving skills.
- Strong skills in Microsoft Office Suite, including Outlook, Teams, Word, Excel, and PowerPoint.
- Demonstrated project management and time management skills.

Abilities

- Foster trust, credibility and cohesive teamwork among persons with diverse talents, backgrounds and perspectives.
- Maintain discretion and confidentiality.
- Exceptional attention to detail.
- Ability to work independently and to make on-the-spot decisions.
- Ability to work on a flexible schedule and to work some evenings and/or weekends.
- Willingness to attend training and conferences as appropriate.

Maumee Valley Habitat for Humanity is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Maumee Valley Habitat for Humanity is committed to the principle of equal employment opportunity for all applicants and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Maumee Valley Habitat for Humanity are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the location where we operate. Maumee Valley Habitat for Humanity will not tolerate discrimination or harassment based on any of these characteristics. Maumee Valley Habitat for Humanity encourages applicants of all ages.

By signing below, I am stating that I understand the requirements, essential functions and duties of the position.

Employee's Signature _____ Date _____