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| **Department** | Shared Services |
| **Job Title** | Senior Administrative Assistant |
| **Reports to** | Director of Operations and Communications |

**Job Summary:**

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| The Senior Administrative Assistant is responsible for providing administrative support to various departments assisting in daily office needs, detailed support work, and project-based work. The ideal candidate will be innovative and dedicated to exceeding expectations and requirements of internal and external customers. |

**Essential Job Functions:**

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| **Function / Core Responsibility** | **Time spent on the function** |
| **Support the OCCH Training Academy**: Will focus on preparing and maintaining training calendar; learn and support the LMS registration system, including serving as Help Desk support to registrants; upload training courses to the LMS system, prepare training emails sent through Constant Contact or other contact management system, work with trainers in securing hotel reservations, prepare handouts, order food and beverage for training classes, may attend classes to introduce speaker, distribute handouts, etc…, maintain spreadsheets on scholarships, CAA, MAHMA, on-demand courses and webinars, general administrative tasks and other duties as assigned. | **30%** |
| **Support Investor Relations:** Will focus on correspondence with new OCCH investors, adding contacts into the OCCH investor database in PIXUS, scan and upload reports, create, edit, proof, copy, and bind presentations in PowerPoint, manage the OCCH Fund Offering distribution, handle investor mailings. | **20%** |
| **Asset Management Support:** Will focus on uploading investor reports electronically each quarter, responsible for insurance tracking and quality control for OCCH and OCFC.  | **30%** |
| **Delivery of Value-Added Services:** Support OCCH as needed, to include:* Provide administrative support to the 19th floor: supply/organize workroom and kitchen
* Provide administrative assistance during the tax credit application process
* Provide support during OCCH functions such as luncheons, conferences, events,

Board meetings, trainings, symposiums, etc…* Provide admin support (copying, filing, etc…) as necessary
 | **20%** |

**Education/Certifications:**

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| * College degree preferred
* Microsoft Office certifications a plus
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**Work Experience:**

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| * 5+ years of experience in administrative assistance work
* Experience supporting executive level leaders
* Experience working independently as well as in a team environment
* Experience with Microsoft Office products
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**Knowledge, Skills & Abilities:**

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| * Expert level proficiency in MS Word, MS Outlook, MS Powerpoint, and strong proficiency in MS Excel.
* Demonstrated high-level organizational skills with proven ability to handle multiple priorities and to take initiative to resolve issues.
* Attention to detail and desire to deliver quality work
* Demonstrated clear and effective verbal and written communication skills
* Proven ability to exercise good judgment and discretion, analyzing and resolving confidential, difficult, and sensitive situations with diplomacy and tact.
* Strong service orientation as demonstrated by delivering unparalleled customer service through strong ownership, professionalism and teamwork
* Proven ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround in a fast paced environment.
* Proven self-starter who actively manages own day without needing direction from Manager. Ability to think proactively, anticipate needs and follow up.
* Proven ability to work with and maintain relationships with a diverse group of team members
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**About Ohio Capital Corporation for Housing:**

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| Ohio Capital Corporation for Housing is a nonprofit organization based in Columbus, Ohio. Our mission is: ***Cause the production, rehabilitation and preservation of affordable housing****.* Our mission is at the heart of everything we do. Our core values are our building blocks and foundation. When we live our values of: **C**ollaboration & **C**ommunication, **R**espect, **E**xpertise, **A**ccountability, **T**rust, **I**nnovation, I**n**clusion & **G**rowth, we are **CREATING** our future success. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth. |