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| Job Title: | **Building Performance Intake Specialist – Part Time** |
| Department: | **Community Services** |
| Reports to: | **Building Performance Program Manager** |
| Grade: | **PAP** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Kris Brady** |
| Date: | **June 25, 2018** |
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| Purpose:  As a member of the Building Performance staff, the part-time Intake Specialist is responsible for the administrative tasks necessary with client intake, file maintenance, procurement, and filing documentation for all associated agencies and funders. | |
| Essential functions:   * Client intake * File processing * Working with vendors and contractors * Client interaction before, during, and after jobs * Assisting other staff members with time sensitive requests | |
| Position Objectives:   * Timely and accurately processing of intake documents. * Reimbursement requests * Maintain all administrative standards required for the program. | |
| **Measured by:**   * Employee reviews * Monitoring results * Client satisfaction surveys | |
| **Minimum Education:**   * High school diploma * AA, BA, BS degree with business experience preferred. | |
| **Minimum Experience:**   * Must have 2 years of experience in office administration. * Experience with construction related business or non-profit a plus. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:**   * Must have experience with Excel and Excel-based software. * Must be able to create spreadsheets including formulas, graphs, and reports. * Must have experience with all other MS platforms and be able to write simple business letters. * Filing experience, multi-tasking, customer service, and graphic arts experience preferred. | |
| **Minimum Physical Expectations:**   * Must be able to lift 20lbs. * Ability to sit for extended periods at a computer workstation. * Must be able to type at 40 wpm with accuracy. | |
| **Minimum Environmental Expectations:**   * Must be able to work in an office setting. | |