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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
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| Position Objectives:* Timely and accurately processing of intake documents.
* Reimbursement requests
* Maintain all administrative standards required for the program.
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| **Measured by:*** Employee reviews
* Monitoring results
* Client satisfaction surveys
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| **Minimum Education:*** High school diploma
* AA, BA, BS degree with business experience preferred.
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| **Minimum Experience:*** Must have 2 years of experience in office administration.
* Experience with construction related business or non-profit a plus.
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| **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.
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| **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.
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| **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.
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| **Minimum Environmental Expectations:*** Must be able to work in an office setting.
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