



## Office Specialist Senior - Maintenance

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

The Grand Forks Housing Authority, provider of affordable housing for Grand Forks County, North Dakota has an immediate opening for a Full-Time Office Specialist Senior – Maintenance position in its Grand Forks office, located within blocks of UND.

The ideal candidate will possess excellent organizational skills, as well as oral and written communication skills. Accuracy, attention to detail, and the ability to prioritize and finish tasks in a timely manner are highly regarded attributes for this position.

### **SUPERVISION RECEIVED:**

Receives general supervision from the Maintenance Manager and must have the ability to work independently.

**ESSENTIAL FUNCTION STATEMENTS**--*Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

- Answering phones
- Generating and assigning workorders
- Closing maintenance workorders
- Maintenance accounts payable coding
- Tenant invoicing
- Scanning, faxing
- Managing spare parts inventory including organizing and labeling parts
- Perform cycle counts of spare parts inventory
- Placing incoming parts into proper locations

### **QUALIFICATIONS (Knowledge, Skills and Abilities):**

- Proficient with personal computers including Microsoft Office Suite (Excel, Powerpoint, Word)
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work



- Be organized, self-motivated, take pride in their workmanship, and have excellent time management skills.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
- Maintaining a physical condition necessary for sitting and/or standing for prolonged periods of time
- Previous computerized maintenance management software experience preferred, Yardi software a plus.
- Good math skills and attention to detail
- Some basic familiarization of maintenance parts preferred
- Must have good organizational skills

**Abilities:** Interact with people of varying social, economic and ethnic background; Prepare clear and concise reports; Operate and use a computer and mobile phone.

- High School Diploma or GED.
- Minimum one year clerical experience in building maintenance work.
- North Dakota driver's license with a clean driving record.

**Salary Range:** 22

- Starting Wage: \$12.85+ depending on Qualifications.
- Required 40 hours of work per week between the hours of 8:00 am and 5:00 pm, Monday-Friday.
- Position offers access to full-time benefits, including Health Insurance, Health Savings Account, sick and vacation leave, holiday pay, life insurance, and other optional plans.

Letters of Interest and Resumes will be accepted until position is filled and should be submitted to: [gfhajobs@thegfha.org](mailto:gfhajobs@thegfha.org)