

ADMINISTRATIVE COORDINATOR I

Housing & Human Services | Community Development



SUMMARY

Greet visitors, answer calls, and provide clerical support services for all divisions of the Housing and Human Services Department. Assist with evacuation and shelter in the event of an emergency or disaster.

JOB OVERVIEW

Starting Pay

\$12.74 - \$16.35 per hour

Schedule

Monday - Friday

Shift

8 a.m. to 4 p.m.

LOCATION

Housing & Human Services
4800 Hwy 311, Houma

REPORTS TO

Community Development
Administrator

PHYSICAL DEMANDS

- Lift up to 25 lbs. (light)
- Sitting for long periods of time
- Walk and climb stairs

WORK ENVIRONMENT

Frequent interactions with members of the public experiencing stress or crisis

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Keep detailed records of visitors and greet visitors in a friendly and professional manner.
2. Answer and direct phone calls for the Housing & Human Services Department and the Houma Police Detective Bureau.
3. Answer questions regarding programs and services offered by the Department.
4. Prepare and process requisitions and warehouse orders for Community Development and Head Start Divisions.
5. Process recordation of legal documents with the Terrebonne Parish Clerk of Court.
6. Collect and prepare vehicle logs to submit to the Finance Department.
7. Maintain reception area and common areas in a clean and tidy manner.
8. Assist with evacuation and shelter operations in the event of disaster, which may require night and weekend work.
9. Operate standard office equipment including computer, copier, scanner, and fax machine.
10. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Communicate effectively verbally and in writing.
2. Ability to maintain professional composure while interacting with temperamental persons experiencing crisis.
3. Multitask and problem solve.

EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required. College education preferred.
2. At least three years of experience in an administrative support capacity.
3. Social service and/or customer service experience a plus.
4. Proficient in Microsoft Office applications.
5. Possess and maintain a valid Louisiana driver's license.