



2139 N.E. Coachman Rd.
Clearwater, FL 33765
727.442.7075
www.suncoasthc.org

Billing and Administrative Specialist

Reports to: Homeownership Center Manager

Tampa Bay Community Development Corporation d/b/a Suncoast Housing Connections' mission is to provide Education, Counseling, Housing Opportunities and to Revitalize Neighborhoods.

SUMMARY OF POSITION

The Administrative Specialist will work under the direct supervision of the Homeownership Center Manager, this position will be responsible for providing administrative support to all departments within the agency. Seeking a highly motivated individual who is very detail oriented, organized and has strong communication skills. Must have an energetic, positive, friendly attitude. Ability to learn new skills, accountability, flexibility and reliability a must.

RESPONSIBILITIES:

- Provide support to Homeownership Center manager with monthly billing
- Provide support with document collection for billing
- Data entry into multiple data collection systems
- Support for agency outreach events throughout region
- Provide support for agency management at various meetings
- Must be able to work some evenings and weekends
- Position may work in both agency locations in Pinellas and Pasco counties
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE:

- Experience in an office setting preferred including use of general office equipment
- Experience in the proper handling of sensitive and confidential information
- Willingness to learn
- Ability to work in a fast-paced environment
- Excellent time management
- Excellent communication and interpersonal skills
- Detail oriented
- Ability to work with clients, partners, and staff of diverse backgrounds.
- Possesses a positive, optimistic, goal-oriented attitude.
- Demonstrated problem solving skills.
- Capable of handling multiple tasks while overseeing day-to-day assignments.
- Possess a high school diploma.
- Strong Excel skills
- Demonstrated knowledge of Windows Operating System and Microsoft Office as well as direct experience using both.



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- Reliable transportation
- Bi-lingual skills preferred.