



**Job Title:** Construction Administrative Assistant

**Date Completed:** July 2026

**Employment Status:** Full-time, Hourly, Non-Exempt

**Location:** Columbus, Ohio (On-site 5 days per week)

**Schedule:** Monday–Friday, with flexibility as business needs require

**Reports Directly To:** Construction Director

### **About Habitat MidOhio**

Habitat for Humanity-MidOhio (Habitat MidOhio), is an Ohio non-profit housing organization working to solve the affordable housing crisis in the Central Ohio region. Established in 1987, Habitat MidOhio serves the communities of Franklin, Licking, and Madison Counties.

**Mission Statement:** Seeking to put God’s love into action, Habitat for Humanity – MidOhio brings people together to inspire hope, build homes, empower families, and develop communities.

### **Position Summary:**

The Construction Administrative Assistant provides comprehensive administrative and project coordination support to the Construction Department. This position coordinates project documentation, construction records, procurement activities, permitting, grant compliance documentation, and project administration to ensure efficient delivery of Habitat MidOhio's construction and home repair programs.

**Essential Duties and Responsibilities** include, but are not limited to, the following:

- Execute project creation and startup process within construction management program and tracking sheets (Procore & Excel)
- Engage in pre-construction documentation processing and creation including but not limited to:
  - Updating Tracking Sheets
  - Budget creation from Estimates/Proposals and linking with Accounting Software
  - Assisting with sending out yearly bids for new construction projects
  - Assist with bidding repair projects throughout the year as grants require
  - Creation of homeowner contracts for repairs
  - Completing monthly updates in the Procore ‘Cost Catalog’
- Engage in construction documentation processing and creation including but not limited to:
  - Homeowner selections
  - Commitment & Purchase Order creation
  - Coding & tracking government grant related construction expenses
  - Pull construction project permits
  - Drawing and schedule uploads
- Creates and manages storage of warranty and project completion files
- Assisting with grant related requirements for Home Repair projects including completing Environmental Review packets and per project SAM verification
- Obtains and manages storage of subcontractor compliance documents related to insurance and certifications, annual SAM verification and Section 3

- Inventory tracking and data entry
- Assist with administrative tasks related to special projects events
- Performs other duties and assignments as directed by the Construction Director, Program Managers, Logistics Manager, Construction Superintendents, and VP of Mission Impact.

## **Position Requirements**

### **Education:**

- High school diploma or equivalent required.
- Associate degree in Business Administration, Construction Management, or related field preferred.

### **Experience:**

- Minimum three (3) years of administrative experience, preferably supporting construction or project management.

### **Preferred Experience**

- Experience with Procore, NetSuite, Sage, permitting, construction documentation, and grant-funded projects.

### **Knowledge, Skills, and Abilities:**

- Strong organizational, planning, and communication skills.
- Advanced Microsoft Office proficiency.
- Ability to manage multiple priorities with accuracy.
- Ability to maintain confidential records.
- Strong customer service and teamwork skills.

### **Other Requirements**

- Valid Ohio driver's license preferred.
- Occasional local travel to construction sites

### **Work Environment and Physical Requirements**

- Primarily office-based with occasional visits to construction sites.
- Requires prolonged computer use, frequent communication, and occasional lifting up to 25 pounds.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe inclusion and diverse perspectives strengthen our workplace and our community.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status, or any other protected characteristic under applicable federal, state, or local law.

## **Compensation & Benefits**

- **Compensation:** \$23.50–\$25.50 per hour (placement expected not to exceed \$24.00/hr.)
- **Bonus:** Eligible for discretionary bonus

We offer a comprehensive benefits package that includes:

- Health insurance (medical, vision, prescription)
- Health reimbursement arrangement (HRA) – company paid benefit of \$2,500 annually
- Dental insurance
- Generous paid time off: 8 holidays + 5 floating holidays
- 50% match 401(k) retirement plan up to 6% of base salary.
- Flexible spending accounts
- Short-term & long-term disability insurance
- Life insurance
- Employee assistance program
- Paid Parental Leave: 100% paid at regular base pay.
  - Birthing Parents: Up to 12 weeks
  - Non-Birthing Parents: Up to 8 weeks
- And more!