Administrative Specialist
Topeka, KS

KHRC is looking for an administrative specialist who will assist the Community Solutions Division. Key duties include:

- Process monthly program payments and track expenditures.
- Create and update grant agreements and track revisions.
- Work with program staff to submit timely draws in federal systems.
- Prepare and develop spreadsheets and reports.
- Develop and maintain standardized applications and program forms.
- Assist in the maintenance of the supply inventory, fleet and equipment tracking, mileage logs, etc.
- Respond to general housing related and KHRC program related inquiries.
- Assist with general program outreach, including contractor outreach and procurement.
- Assist program staff with specific policies and procedures and document updates.
- Provide back-up for other positions.
- Other duties as may be assigned.

Knowledge, Skills and Experience

High School Diploma or GED and two years of experience in clerical support. A combination of education and experience may be accepted as determined relevant by KHRC.

What We Offer
Paid Time Off
Discretionary Day
Paid Holidays
Paid Maternity/Paternity Leave
Medical, Dental, and Vision Insurance
Retirement Plan
Tuition Assistance
Paid Covered Parking

Resumes will be accepted through Tuesday, March 21, 2023.