



Kansas Housing Resources Corporation

We help Kansans access the safe, affordable housing they need and the dignity they deserve.

KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, its service, programs and activities.

TO APPLY, SEND COVER LETTER AND RESUME TO:

Katelyn Ramirez

Human Resources Generalist
611 S Kansas Avenue, Suite
300 Topeka, KS 66603

PHONE:
785-217-2052

WEBSITE:
kshousingcorp.org

EMAIL:
hr@kshousingcorp.org

Starting pay for this position is
\$20.00/hour.

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 standardize 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.