



Administrative Specialist

Topeka, KS

KHRC is looking for an Administrative Specialist to assist with the Housing Development Division. This position will:

- Greet and direct visitors, answer phones, respond to general housing related inquiries, collect and distribute incoming/outgoing mail.
- Assist in the maintenance of the supply inventory, including paper in printers.
- Order office supplies as needed.
- Reconcile and code credit card purchases.
- Download monthly and quarterly reports from program software.
- Assist with data entry and maintaining program spreadsheets, reports and program software.
- Assist with loan payoff inquiries, and create lien releases.
- Book travel for division staff.
- Assist General Counsel with Open Records requests.
- Provide back-up for other positions.
- Other duties as may be assigned.

Knowledge, Skills and Education

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 Wednesday, October 28, 2026.

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 Resource Generalist
200 SW 6th Avenue
Topeka, KS 66603

PHONE:

785-217-2052

WEBSITE: kshousingcorp.org

EMAIL:

kramirez@kshousingcorp.org

Starting pay for this position is \$21.00/hour.