# 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 inquires, 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 inquires, 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 November 27, 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

**APPLY ONLINE**

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