

ADMINISTRATIVE ASSISTANT

FULL TIME POSTION, ON SITE
MON THRU FRI 8AM TO 4PM



SALARY

\$54,000 - \$58,000

BENEFITS

- Union Position
- Dental Insurance
- Health Insurance
- Retirement Plan
- Life Insurance
- Mileage Reimbursement

HOW TO APPLY

 bflores@newtonhousing.org

 www.indeed.com/cmp/Newton-Housing-Authority/jobs

 Attn: Beatrice Flores
Newton Housing Authority
82 Lincoln Street
Newton Highlands, MA 02461

ABOUT THE NHA

The Newton Housing Authority was created in 1959 and is the largest provider of affordable housing in the City of Newton. The NHA provides housing assistance to over 1000 low-income residents through the administration of federal and state-sponsored subsidized housing programs and the Section 8 Housing Choice Voucher Program. The NHA also owns and operates a management portfolio of 93 studio, one, two, and three-bedroom units.

The NHA has a responsibility to provide and maintain a high standard of housing, which allows our residents a safe, clean, and affordable home in which to reside. The NHA also endeavors to create a sense of community for its residents through its social service programs, so as to enhance their quality of life within an environment of dignity and caring.

In recent years, the NHA has worked to create more affordable housing in the City of Newton and greatly expand our Resident Services Program, providing enhanced tenant-focused social services and clinical case management to better meet the changing needs of our residents.

ADMINISTRATIVE ASSISTANT

DESCRIPTION OF RESPONSIBILITIES

ADMINISTRATIVE RESPONSIBILITIES

- Function as receptionist for the authority
- Receive and screen telephone and TDD calls and visitors to the authority and place outgoing calls for supervisors
- Responsible for dissemination of information, applications and materials to the public, applicants and tenants with respect to housing programs
- Assist Leased Housing Coordinator and Rental Housing Coordinator with third-party verification for Section 8 and public housing tenant recertifications
- Perform initial intake of applications
- Receive and disseminate daily mail
- Perform initial intake procedure of tenant rent checks
- Monitor and replenish the stock of front desk, copier and fax supplies and receive and distribute service orders when required
- Perform clerical, filing, mailing, and organizational tasks as required
- Transcribe reports and letters as directed by managerial personnel
- Assist Section 8 staff with the dissemination of monthly HAP checks
- Coordinate and manage tenant parking assignments
- Perform other related duties as required

REQUIREMENTS

- Must have a current and valid Driver's License and own transportation with proof of current automobile insurance and the ability to travel to and between Authority properties.
- Ability to remain seated for a majority of the day, walk/move around the office, climb stairs (if need be), carry files or boxes up to 25 lbs., occasionally stoop and kneel to access records, work in front of a computer screen for a majority of the day, hear/communicate, etc.

QUALIFICATIONS

- Bachelor's degree or higher with at least three year's business experience preferred.
- Excellent written and interpersonal skills, diligent work ethic and positive outlook required.

SKILLS

- Bilingual applicants are encouraged to apply.