

## GREER HOUSING AUTHORITY

### Now Hiring: Part-Time Administrative Assistant

#### Join Our Team!

We're looking for a friendly, organized Part-Time Administrative Assistant to support daily main office operations and serve as an important point of contact for residents and applicants.

#### What You'll Do

- Welcome visitors and answer incoming calls
- Respond to questions about housing programs
- Maintain and update waiting lists
- Sort and distribute mail
- Collect and record rental payments
- Organize files and program documentation
- Enter housing applications
- Create and track work orders
- Support quality control and office operations

#### What We're Looking For

- Strong customer service and communication skills
- Experience with office systems and administrative tasks
- Excellent organization and attention to detail
- Ability to manage multiple tasks and meet deadlines
- Professionalism and confidentiality
- Knowledge of housing authority or government programs is a plus

#### Evaluation & Work Environment

Your work will be evaluated based on accuracy, timeliness, knowledge of agency procedures, and support to the main office. Duties may be subject to HUD and independent audits.

#### Additional Details

- Salary: Based on experience
- Background Check: Required
- Education/Experience: Equivalent combinations accepted
- Equal Opportunity Employer

#### How to Apply

Contact Janice Fowler, Executive Director, through the "Contact Us" form on our website: <https://www.greerha.com>