

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>