

Assistant Administrative Clerk (Part-Time)

The Melrose Housing Authority is seeking a flexible, dedicated, and energetic part-time Administrative Assistant for the Section 8 (Housing Choice Voucher) Program and Public Housing, with general knowledge of the programs. This individual is responsible for providing support to MHAs housing coordinators in all procedures related to waiting list, lease up, annual reexaminations and continued occupancy for all applicants, residents, and landlords. The individual must have knowledge of up-to-date Federal/State regulations in order to assist in carrying out the functions of the various programs.

Qualifications:

1. Excellent organizational skills and attentiveness to detail.
2. Initiative, ability, and judgment to work independently and set priorities for work.
3. Ability to communicate clearly and consistently, both orally and in writing.
4. Skill with and knowledge of standard office equipment including but not limited to computers, telephone systems, photocopiers, calculators, and scanners, etc.
5. Proficiency with the Microsoft Office Suite of programs, with particular attention to Word and Excel, and the ability to learn new computer programs with ease.
6. Ability to work well with families with low income, persons with disabilities, landlords, and other public service agencies.
7. Ability to make moderately complex mathematical computations.

Schedule: 16 Hours/week.

How to Apply / Contact:

Interested candidates should submit letter of interest, resume and 2 references to Lisa Young, Executive Assistant, at 910 Main Street, Melrose, MA 02176. Email: Lisa@melroseha.com

Please reference **Part Time Assistant Clerk** in email attachments.

Melrose Housing Authority is an equal opportunity employer.