



4 Winslow Street, Arlington, MA 02474 p: 781-646-3400 f: 781-646-0496

Receptionist/ Housing Clerk

Description: The Arlington Housing Authority is seeking a Front Office Position. Excellent customer service and office support is of primary importance for the Authority's Federal and State Housing Programs. Duties include, but are not limited to: incoming communications and distribution, interactions with applicants, residents and office visitors, processing and inputting waitlist applications, and maintaining incoming work orders.

Qualifications: Applicants must have excellent communication, computer and general office skills. Knowledge of Federal and State rules and regulations are preferred, but trainable.

Salary range: Full-time position requiring 37.5 hours per week, salary commensurate with experience. Excellent benefits including health insurance and pension.

Instructions: Please send a cover letter and a copy of your resume to: The Arlington Housing Authority, 4 Winslow Street, Arlington, MA 02474. Attention: Jennifer McNabb or by email to jmcnabb@arlingtonhousing.org. Position is open until filled. Affirmative Action, Equal Opportunity Employer.