

Dedham Housing Authority  
163 Dedham Boulevard  
Dedham, MA 02026  
Tel: (781) 326-3543 Fax: (781) 326-1023  
TDD: (781) 326-7302

**Receptionist-Administrative Assistant**

Dedham Housing Authority is seeking qualified applicants for the position of Receptionist-Administrative Assistant.

The Receptionist-Administrative Assistant will be responsible for answering phones, greeting clients, collecting rents from residents, processing applications, process and distribute mail, work order system and other clerical work to support the staff.

The nature of this work suggests that the candidate shall have had prior experience in an office. Written and verbal skills to communicate with local officials, residents and government agencies. Knowledge of MS Word and housing authority software. The candidate must have a valid driver's license and pass a criminal background check.

Submit a copy of your resume and letter of interest by August 21, 2018 to:

Joanne Toomey, Executive Director  
Dedham Housing Authority  
163 Dedham Blvd.  
Dedham, MA 02026

Or by email at [Joanne@dedhamhousing.org](mailto:Joanne@dedhamhousing.org)

The job description will be made available at the office of the authority.

Work Week: Monday through Friday (35 hrs per week)

Salary Range: starting \$19/per hour

Benefits:

- Commonwealth of Massachusetts Health Plan
- Town of Dedham Retirement System
- 15 sick days per year
- 3 personal days per year
- Two (2) week vacation after one year
- Three (3) weeks vacation after 5 years
- Four (4) weeks vacation after 10 years
- Five (5) weeks vacation after 20 years