

Waltham Housing Authority
110 POND STREET
WALTHAM, MASSACHUSETTS 02451-4505
PHONE (781) 894-3357
FAX: (781) 894-7595

Waltham Housing Authority
Front Office Administrative Assistant

The Waltham Housing Authority seeks a dedicated and energetic candidate for the position of Front Office Administrative Assistant. Bilingual ability is highly desired. This is a highly responsible staff position in which the Receptionist/Front Office Administrative Assistant is required to possess the competence to provide office communications and administrative, support to departments as required. The work performed is of a confidential nature and requires the capability to: work independently with minimal supervision, act responsibly and make decisions relative to the position, prioritize multiple assignments and perform functions with a high level of proficiency.

How to Apply / Contact

Full Job Description is available by emailing Barbara Hubacheck at bhubacheck@walhouse.org. Please send a resume and cover letter to: Operations Manager, Waltham Housing Authority, 110 Pond Street, Waltham MA. The Authority will accept resumes until the position is filled.



EQUAL HOUSING
OPPORTUNITY

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER