



ASHEVILLE HOUSING AUTHORITY

165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

Job Posting

Edington Center Office Assistant

Closing Date: Open Until Filled

Asheville Housing Authority seeks an Office Assistant for the Edington Center. The Edington Center Office Assistant will work under the direct supervision of the Director of Resident Services to coordinate the general operations of the center, provide administrative support to the Resident Services and Family Self Sufficiency team as they provide services for individuals and families residing in the surrounding community. The Office Assistant will be responsible for opening and closing the Edington Center; maintaining the Edington Center calendar; providing exceptional customer service to all customers, employees, and outside agencies who visit the Edington Center; and performing basic office administration tasks as assigned. (This position is a non-exempt position under the FLSA).

Applications will be accepted at the Central Office, 165 S. French Broad Ave., Asheville, NC 28801. Please visit our website at www.haca.org, or contact Lafredia Morris at 828-258-1222 for an application. The Housing Authority is an equal opportunity employer.

Job Duties: The Office Assistant works closely with the Edington Center and Southside staff to maintain the Edington Center. Performs other related work as assigned by supervisory personnel. The duties listed below are intended to describe the general content of and requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

ESSENTIAL JOB FUNCTIONS

- Responsible for professional relations with all staff, residents, other organizations and the community at large
- Maintains the Edington Center calendar of events
- Opens and closes the Edington Center daily
- Assists the Director of Resident Services in management activities; performs responsible public relations duties through contacts and association with visitors, federal and local officials, and the general public
- Arranges meetings, prepares agenda, gathers and compiles data and contacts participants

- Coordinates and follows-up on staff assignments as directed by the Director of Resident Services
- Provides administrative and clerical support to the Resident Services and Family Self Sufficiency Staff; answers the telephone and responds to inquiries concerning the department and/or the activities of the staff; receives and reviews incoming correspondence for the Resident Services Director; and composes and types various correspondence, documents and reports
- Composes and types correspondence from given information, records, or reports requiring interpretation and application of policies and practices to situations of varying natures; and handles confidential material
- Acts as a liaison between Department Director and department staff, and ensures adherence to established policies, procedures and standards; assists and advises clerical staff, as necessary, resolving problems as non-routine situations arise
- Establishes and maintains a variety of files for various records and correspondence; sorts and distributes incoming mail; answers letters and general correspondence; and screens calls, mail and visitors, and delegates related responsibilities
- Compiles information for various periodic reports as required. Maintains files of all departmental documents; copies all materials from the office of the Resident Services Director and routes to appropriate personnel
- Plans appointment schedule for staff members; makes travel plans; and processes confidential matters as needed or directed by the Resident Services Director

Qualifications: Bachelor's degree from a two- or four-year institution. High school supplemented by vocational training in secretarial sciences, and 3-5 years of experience in secretarial and clerical work; or any combination of training and experience which provides the required knowledge, skills and abilities will be considered.

Applicant **must** be on-time, proficient in the Microsoft Office suite of applications including Microsoft Word, Excel, Outlook as well as typing (60 wpm), telephone communications, virtual meeting scheduling on Zoom or Microsoft Teams, following instructions, time management, writing, organizational skills, professional office decorum and customer service skills.