



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.

Our core values are Compassion, Equity, Fairness Integrity, Openness, Patience, and Respect.

JOB POSTING FOR: Administrative Assistant
JOB TYPE: Full Time
WORK LOCATION: Asheville, NC 28801; In person
WORK HOURS: 4 10-HOUR days

GENERAL STATEMENT OF JOB

The Asheville Housing Authority seeks to hire a skilled Administrative Office Assistant to deliver efficient secretarial and administrative support in a well-organized and timely manner.

This role involves working closely with executives, taking meeting minutes, and handling various tasks to streamline their work and communications. As an individual contributor, you will provide personalized assistance, ensuring smooth operations and effective communication.

The Administrative Assistant's work will range from managing schedules and correspondence to organizing meetings, taking meeting minutes, and managing schedules, all while maintaining the utmost confidentiality. We require someone who is proactive, detail-oriented, and possesses exceptional organizational and communication skills.

Join our team and contribute to the success of our executives and the overall efficiency of our organization.

For an application, please visit the Employment page on the Asheville Housing Authority website at <https://haca.org/employment-opportunities/>, or contact Ms. LaFredia Morris at (828) 258-1222. You may also apply by submitting a cover letter and resume via email to jwilloughby@haca.org, via USPS mail or by hand delivery to the Housing Authority of the City of Asheville - Central Office (165 S. French Broad Ave., Asheville, NC 28801). Applications /resumes will be accepted until this position is filled. The Housing Authority is an equal opportunity employer.

ESSENTIAL JOB FUNCTIONS:

- Act as the point of contact between the executives and internal/external clients
- Undertake the tasks of receiving calls, take messages and routing correspondence
- Handle requests and queries appropriately
- Maintain diary, arrange meetings and appointments, and provide reminders
- Make travel arrangements
- Take dictation and minutes and accurately enter data

JOB POSTING FOR: ADMINISTRATIVE ASSISTANT

- Monitor office supplies and research advantageous deals or suppliers
- Produce reports, presentations, and briefs
- Develop and carry out an efficient documentation and filing system

Note: The above list is 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.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to operate equipment associated with assigned duties
- High level verbal and written communications skills
- Proven experience as an Administrative Office Assistant, Senior Executive Assistant or in other secretarial position
- Full comprehension of office management systems and procedures
- Excellent knowledge of Microsoft Office
- Proficiency in English
- Exemplary planning and time management skills
- Ability to multitask and prioritize daily workload
- Discretion and confidentiality
- Ability to establish and maintain effective working relationships with supervisors, subordinates, and fellow employees
- Ability to relate to and communicate with low-income residents

MINIMUM TRAINING AND EXPERIENCE

- Bachelor's degree preferred, or Associate's degree in business related field
- Minimum of 3 years Administrative Assistant experience
- Any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

- NC state issued ID or Driver's License
- Ability to commute to Asheville, 28801 (Required)
- The Housing Authority of the City of Asheville requires all applicants to have a background check and a drug test before the commencement of employment.

JOB POSTING FOR: ADMINISTRATIVE ASSISTANT

STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including typewriters, computers, printers, calculators, copiers, etc. Must be able to move objects of up to 10 pounds occasionally, and/or up to 5 pounds frequently, and/or a negligible amount constantly. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Interpersonal Communication: Requires the ability to communicate with people to convey or exchange information. Includes receiving instructions, assignments, or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, documents, forms, contracts, leases, logs, etc. Requires the ability to prepare correspondence, forms, contracts, leases, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to communicate with people with poise, control and confidence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Must be able to communicate via telephone, video, and web conferencing.

BENEFITS

Medical Insurance - (100% Company Paid for Employee)

Dental, Vision, Life

Short-Term & Long-Term Disability (100% Company Paid)

401k with 7% Employer Contribution

PTO = 4 weeks

11 Paid Holidays

Note: This job description is not intended to be all-inclusive. The employee may be required to perform other related duties as assigned.