

Neptune Housing Authority

JOB DESCRIPTION

Job Title: Administrative Assistant

Status: Part Time/Hourly/Non-Exempt – 15 Hours a week.

Pay Scale: \$30.00 Hour

Scope and Purpose

The employee occupying this position will provide support services to the administrative operation of the Housing Authority as a whole. Assigned duties and responsibilities will vary from one department to another. This person must have excellent communication skills and feel at ease in meeting the public and directing them to the proper staff member.

Duties and Responsibilities

Maintain daily/monthly schedule for Executive Director

File and organize documents.

Typing of documents, memos, and emails.

Other duties as assigned.

Supervising Personnel

No supervisory responsibilities required for this position.

Working Hours

This position is a maximum of twenty hours a week and the hours will be set to the benefit of the Agency and the Executive Director.

Skill Requirements

Knowledge of basic office practices, procedures, and equipment including the ability to use basic office equipment such as telephone, fax, copier, and computer.

Knowledge of basic software such as Word and Excel and Power Point.

Ability to read and interpret policies and guidelines in order to make decisions.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications for this Position

Minimum of a high school diploma or equivalent and minimum of 2-years' experience in an accounting-related field or position; Administrative, organizational and communication skills. Willing to work until the job is complete.

Average computer literacy skills, typing and filing skills and good command of speaking and writing the English language.

Ability to work with staff members, clients, and the public.

Ability to keep sensitive information confidential.

Ability to use the computer-generated accounting system.

Ability to define problems, collect data, establish facts, and draw valid conclusions, or seek assistance.

Must have no felony convictions.