HCV Administrative Assistant

HCV/ Non-Exempt

As an HCV Administrative Assistant, you will leverage your passion for public service to help the agency's HCV team process necessary administrative duties. You will work closely with authority personnel, clients, and landlords as support for the HCV team.

PRIMARY RESPONSIBILITES

- This position will work under the HCV Portability Team Lead and work in coordination with the HCV Portability area to assist and provide administrative support.
- Communicate with landlords to obtain new contracts in a timely manner.
- Confirm move in dates with landlords and clients.
- Scan files to holding folders.
- Provide clients with information concerning other available sources of assistance.
- Assist with preparation for mass Portability intake briefings as needed by Portability Team Lead.
- Monitor Portability e-mails and forward to appropriate staff.
- Provide data entry for HCV Portability.
- Print Portability packets received from other Housing Authorities and follow all processes and procedures.
- Create new portability intake folders with labels and organize accordingly as new portability requests are received.
- Ensure HCV Portability area has adequate stock of office supplies available at all times.
- Assist with sending out HCV Portability Move Outs from the portability email when instructed.
- Assist in support with the status of pending portability intake files that are nearing expiration date of voucher and help send out any notices as instructed.
- Return phone messages and answer incoming calls for general inquiries regarding HCHA HCV portability.
- Perform all other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- Minimum of two years of experience providing administrative or clerical support or related experience.
- Sufficient experience to understand the procedures and expectations of an office environment.
- Willingness to solve issues creatively and collaboratively as they arise.
- Drive to tackle difficult challenges and add value to both HCHA and the communities we serve.
- Commitment to help HCHA be the most efficient and compassionate service agency possible.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- The employee's job is largely sedentary, requiring up to eight hours in a seated position.
- The employee will experience some repetitive motion of the hand/wrist when using a computer.
- The employee must have a normal range of vision, hearing, and speech to complete paperwork, review documentation, and communicate with authority personnel and contacts on the telephone or in person on a regular basis.
- Work involves the normal risks or discomforts associated with an office environment.

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact hr@hchatexas.org.