

Temporary Affordable Housing Clerk

Affordable Housing / Temporary



This position is responsible for assisting the Director of Real Estate carry out basic administrative tasks.

PRIMARY RESPONSIBILITIES

- Support the Affordable Housing division as needed
- Complete word processing, graphical, spreadsheet and database assignments as requested
- Compiling, formatting, editing, and revising reports and presentations.
- Communicate and handle incoming and outgoing electronic communications.
- Prioritize and manage multiple assignments simultaneously and follow through on issues in a timely manner.
- Organize and maintain file systems.
- Perform other duties as assigned

QUALIFICATIONS AND REQUIREMENTS

- Minimum of one to two years of experience providing administrative or clerical support or related experience
- Sufficient experience to understand the procedures and expectations of an office environment
- Commitment to help HCHA be the most efficient and compassionate service agency possible

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- The employee's job may require 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.