

ADMINISTRATIVE ASSISTANT
Hiring Salary from \$29,245 to \$36,264 with excellent benefits
(Starting salary dependent upon qualifications)
Position open until filled

An employee in this position performs a variety of complex administrative support tasks requiring initiative, independent judgment, and a working knowledge of Ayden Housing Authority, utilities, and planning. The Administrative Assistant also provides administrative support to the Director of Ayden Housing Authority and staff, and the tenants of Ayden Housing Authority.

Specific duties and responsibilities are:

- Prepares agenda packages for the Town Hall Meetings and Tenant Meetings; prepares minutes and maintains records
- Explains the application process to potential applicants; receives requests and enters applications into the computer system; manages waiting list
- Conducts research for the Executive Director and prepares reports and recommendations
- Collects payments and records fees
- Provides information and support to contractors, staff, and tenants
- Assists with a variety of programs
- Acts as liaison between staff and the public on complaints and requests for service
- Compiles information and completes a variety of monthly and yearly reports for planning, collections and utilities
- Provides secretarial support to the Executive Director of Ayden Housing

Job Qualifications:

- Highly skilled in the use of Microsoft Word, PowerPoint, Excel and Publisher software
- Considerable knowledge of business English and office procedures and practices
- Knowledge of related Town ordinances and building permit and zoning processes
- Ability to work independently on complex and confidential secretarial tasks; ability to independently prepare agendas, meeting minutes and some legal documents, as required

- Ability to establish and maintain effective work relationships with a wide variety of Town officials, staff, and the public.
- Ability to keep complex fiscal and statistical records and files and provide information correctly and concisely, both verbally and in writing
- Ability to type 50 words per minute with accuracy

Candidate must have a high school diploma and at least three (3) years of secretarial, administrative and/or customer service experience reporting to a department director or other executive or public official. An associate degree in office management or secretarial science is also preferred.

Initial screening of applications begins on June 1, 2019.

Please submit any qualifying resumes to nbrown@aydenhousing.com.

*The Town of Ayden is an EEOC employer
and does not discriminate against any qualified applicant*