

We are hiring!

Helena Housing Authority (HHA) is recruiting an Administrative Assistant responsible for providing customer service to the public and both clerical and technical support to program and management staff.

Duties include:

- Greet visitors, answer phones, answer questions about agency services, schedule appointments, organize and maintain front reception area;
- Sort mail, prepare mailing material, provide support on operation of HHA phone system, receive repair requests and set up maintenance work orders, prepare documents and update/maintain records using Excel;
- Assist with creating files and reference letters, provide information and forms for potential housing applicants, schedule and mail notifications to tenants for inspections and annual rent reviews;
- Maintain databases, assist with inventory of office supplies, perform data collection and filing, coordinate vendor services, serve as a resource for Housing Choice Voucher and Public Housing programs, and coordinate projects among staff.

Qualifications: Requires education and experience equivalent to completion of high school and one year of office experience, valid Montana Driver's License, and acceptable background check.

Demonstrated Skills and Abilities in: Communications and teamwork, self-development, efficiency and effectiveness, adaptability to changes, and problem-solving skills

Computer Skills:

- Microsoft Office Suite, including Word, Outlook, Excel, and PowerPoint
- Windows-based applications
- Internet Explorer / Google Chrome

Opportunities: HHA offers a competitive salary with opportunity for career advancement through our Administrative Assistant Career Ladder. HHA also provides professional development and training opportunities.

Public Service Loan Forgiveness (PSLF): - Employment with Helena Housing Authority may qualify you to receive student loan forgiveness under the PSLF. Check if you qualify at <https://myfedloan.org/borrowers/special-programs>.

Pay Range: Starting pay is \$12.04 - \$15.79/hour depending on qualifications, plus a generous benefits package.

Benefits: Health, Vision, and Dental Insurance with contributions to a Health Savings Account. Short-Term Disability insurance, with optional coverage for Long-Term Disability, Life and AD&D insurance, with optional coverages. Inclusion in the Montana Public Employees Retirement system, with options for Deferred Compensation. Paid leave program including 11 Holidays, 12 days of sick leave, and 15 days of vacation leave per year.

To apply: Please submit a cover letter, resume, and completed HHA Employment Application You can download the application at hhamt.org (Attention: HHA Administrative Assistant) either call 406-442-4934 for a direct email address or by mail to PO Box 1251, Helena MT 59624. *Initial application screening deadline is 5:00PM, Thursday, July 8th, 2021. If a suitable candidate is found in this screening, no further consideration will be made of applications received after that date. The position remains open until filled.*

Questions: Please call 442-4934 and ask for Kim.

HHA is an Equal Opportunity Employer

Job Type: Full-time

Pay: \$12.04 - \$15.79 per hour