

Operations Management Specialist – Greensboro Housing Authority

GHA is searching for an individual to perform a variety of clerical and general office assistance duties to support the activities in the Operations Department for the Greensboro Housing Authority. Employee is responsible for preparing drafts and final copies of correspondence, memos, records, reports, etc.; performing various other secretarial duties; compiling statistical information; and maintaining general files for records and correspondence. Employee is also responsible for answering incoming calls and visits and routing them to the proper person or department; maintaining supplies for the Department; scheduling meetings for Department personnel; and processing department mail. Employee must also exercise tact and courtesy in dealing with contractors, outside agencies and the general public.

Minimum Requirements:

Graduation from high school supplemented by business or technical courses in Microsoft Office Suite, typing, bookkeeping or accounting or related field, and 1 to 3 years of experience in clerical or general office work, including extensive use and knowledge of Microsoft Office Suite; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must meet Light Work Physical requirements. Must possess a valid driver's license issued by the state of North Carolina. Must possess and maintain a safe driving record.

Excellent benefits. Please submit resume to 450 N. Church St., Greensboro NC 27401 or complete application at www.gha-nc.org . Closing Date: 8/31/2016. We abide by the Drug-free Workplace Act which includes pre-employment testing. EOE.

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