

Norwich Housing Authority – Administrative and Property Management Aide

Full-time position 35 hours per week. Responsible for clerical, secretarial, accounting and administrative work involving typing, word processing, reception, collections, scheduling and the performance of varied office duties. Proficient with Microsoft Office, Excel and Outlook. Must have and maintain a valid State of Connecticut driver's license and have own reliable vehicle. High school diploma or equivalent, plus a minimum of five (5) years experience in general office work. Prior public housing experience preferred. Hourly pay rate of \$21.00 with benefits. Fluent bilingual Spanish required. Must reside in the State of Connecticut and live within twenty-five (25) miles of the Authority's main office, which is located at 10 Westwood Park, Norwich, CT. Submit cover letter and resume indicating all relevant qualifications, including four (4) work references, by Friday, August 16, 2019, close of business to: Executive Director, Norwich Housing Authority, 10 Westwood Park, Norwich, CT 06360. Candidates being considered for appointment must pass a complete post-offer medical examination, including a drug screening, prior to appointment. The position has a one year probationary period. The Authority is committed to a policy of affirmative action and equal employment opportunity. The Authority reserves the right to extend the closing date for the submission of applications without additional notice, or to readvertise for the position.