

Housing Assistant

The Coventry Housing Authority is searching for a highly responsible self-motivated individual to handle a busy reception office. The position will have a high degree of interaction with the general public. They will also report to the housing manager and assist the housing manager with applications, certifications and renewal process as well as other duties assigned. A high degree of confidentiality is required. Previous experience in affordable housing and with electronic media and software is preferred. Excellent benefits. \$22.00 per hour. 40 hours per week.

Please respond with cover letter and resume to:

Info@dvmainsail.com

Position open till filled

Coventry Housing Authority is an Equal opportunity employer