

Job Title: Section 8 Administrative Assistant/Receptionist
Hours: Full Time
Salary: \$50,000
Location: 82 Cooledge Street, Revere, MA 02151

DESCRIPTION:

Reporting to the Director of Leased Housing, this person provides general administrative support to help ensure the Section 8 office runs smoothly and efficiently.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Performs general administrative duties related to the functioning of the office including but not limited to answering phones, responding to mail and email correspondence, and filing.
- Assists with the administration of the centralized waiting list, making changes as needed.
- Assists with the annual inspection process including intake and processing of inspection requests from both landlords and tenants and regularly required inspections.
- Updates inspection scheduling and results into related computer systems.
- Creates and maintains tenant files.
- Responsible for all PHA web portal maintenance.
- Maintains and inventory of office supplies and orders supplies as needed.
- Ensure that all HUD forms being used are up to date.
- Assists with the annual recertification process by sending recertification packets to tenants and landlords.
- Processes rent increases and create all related forms and paperwork.
- Assist with external communications including web updates, email blasts, and flyers.
- Intake, screening, and processing of foster youth vouchers.
- Attend external meetings with outside agencies as needed.
- Maintains strong working relationships with municipal officials in Revere, state agencies, and community organizations.
- Performs other related duties as required.

QUALIFICATIONS:

- Must be a high school graduate or GED recipient. Associates degree preferred. Must be proficient in Microsoft Office, possess excellent communication skills, both oral and written. Good organization skills and the ability to work with highly confidential documents.
- Minimum of one (1) year of related experience ideally within a municipality; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Candidates bi-lingual in Spanish are encouraged to apply.

HOW TO APPLY:

Please submit cover letter, resume and three (3) professional references to: Rosa Garbarino, Administrative Assistant/Bookkeeper, Revere Housing Authority 70 Cooledge Street Revere, MA 02151, or email rgarbarino@revereha.com.

EQUAL OPPORTUNITY EMPLOYER:

The Revere Housing Authority is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability protected veteran status, or any other legally protected basis, in accordance with applicable law.