

OFFICE ASSISTANT

Full-time position available for qualified individual to assist in the day-to-day operations of a busy public housing office. Assists residents over the phone or in person with a variety of questions and/or issues. Assist property manager with completing a variety of reports and correspondence related to public housing. Requires high school education or GED and six to twelve months' related clerical experience. Two years' experience implementing housing assistance or community development programs a plus. Proficient in using software such as Word and Excel required. Interested candidates may apply in person to Moline Housing Authority, or send resume to humanresource@molinehousing.com. This position will remain open until filled. Pre-Employment drug screen required. EOE