



PUBLIC HOUSING
180 Visger Rd.
Office (313) 382-1414
Fax (313) 382-0228



HOUSING CHOICE VOUCHER
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JOB POSTING

Title:	Office Assistant
Reports To:	Executive Director
Employment Type:	Regular, Full-Time; Initial 90 Day Probationary Period

SUMMARY OF POSITION

The primary function of this position is to assist in daily operational needs of the River Rouge Housing Commission including but not limited to greeting and assisting office visitors.

DUTIES AND RESPONSIBILITIES

- Answer phone calls and forward messages as needed;
- Greet visitors to office and provide as much assistance as possible or forward visitor to the appropriate person;
- Open and sort mail;
- Receipt rent monies;
- Inventory and order needed office supplies;
- And other related clerical duties.

QUALIFICATIONS

- High school diploma or GED from an accredited high school or adult training program; preference may be provided with additional formal training from an accredited college or trade school;
- Two to three years of full-time office clerical experience requiring extensive public contact; preference will be given if any experience with HUD related programs;
- Able to lift a minimum of 20 pounds; and
- Able to sit or stand for extended periods of time.
- Must possess and maintain valid driver’s license.

SUBMISSION

Please submit resume detailing experience and education and salary requirements to enugin@riverrougehousing.com. Position will remain open until a qualified candidate is selected.