



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



CFP/MAINTENANCE  
460 1/2 Lenoir  
Office (313) 382-1414  
Fax (313) 382-0228

**JOB POSTING**

Title:	Office Assistant
Reports To:	Executive Director (or designee)
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.
- Able to work in a fast-paced environment.
- Must possess and maintain valid driver’s license.

**SUBMISSION**

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