

The York Housing Authority is accepting applications for a full time Administrative Assistants to join our Administrative Team. Deadline for application is Friday, February 7, 2025 4:00 p.m.

#### Administrative Assistant Responsibilities and Requirements:

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Process Applications, Recertifications, and Data Entry

#### Training and Certifications in area of work (Preferred)

Applications are available at York Housing Authority, 209 East Fifth Avenue, York, Alabama 36925. You may hand deliver or mail your application and/or Resume along with any training and certification documentation to York Housing Authority, Attn HR Department, P.O. Box 9, York, AL 36925. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.