

## LINCOLN HOUSING AUTHORITY

### **\*\*JOB NOTICE\*\***

**Position title: Office Assistant I**

**FLSA Status: Full-Time, Non-Exempt (Hourly)**

**Application Deadline: May 30, 2024**

If you enjoy providing customer service for a diverse population, are very dependable, and are interested in helping others, we want to speak with you! The Lincoln Housing Authority is seeking candidates for the full-time (40 hours/week) position of **Office Assistant I**. In this role, you will use a multi-line phone system to answer and route calls, greet and assist walk-in visitors, and perform administrative tasks to assist in the efficient operation of the front office.

#### **Responsibilities include:**

- Responsible for answering a multi-line phone system. Follows established procedures when answering phone calls to provide information, route calls, and take messages.
- Greets visitors at busy front desk, determines needs of clients, answers general questions, provides applicable materials, and directs them to appropriate personnel for assistance.
- Performs administrative tasks such as data entry, correspondence, keeping an appointment calendar, and compiling client information packets.
- Sorts and completes mailings.
- Provides administrative assistance, as needed, to other departments, including preparation of documents, data entry, and other support.

#### **Required experience, skills, and abilities include:**

- High School Diploma or GED, required.
- Knowledge of and ability to utilize proper telephone etiquette and grammar, ability to utilize a personal computer and word processing systems.
- Ability to greet and interact with the public in a courteous and tactful manner.
- Desire to work within a culturally diverse work environment including obtaining and utilizing interpreters.
- Ability to use Microsoft Office products to type general correspondence and create forms.
- Ability to maintain cooperative working relationships with co-workers, supervisors, and the general public.
- Ability to maintain client confidentiality and keep confidential information secure.

#### **Application Information:**

- Starting pay is \$15.98/hour.
- To apply, complete an application for employment at [www.L-housing.com](http://www.L-housing.com). A resume and cover letter may be attached.
- Background checks will be conducted on final candidates.
- LHA offers an excellent benefits package including \$0 employee only coverage health plan, a 9/80 work schedule with every other Friday off (that's 26 3-day weekends per year), 12 paid holidays, annual merit-based raises, and an 8% company contribution to retirement at 6 months.
- Lincoln Housing Authority is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.