

ALLEGHENY COUNTY HOUSING AUTHORITY
625 STANWIX STREET, 12TH FLOOR, PITTSBURGH, PA 15222

Authority Position Available: Administrative Assistant

Date Posted: March 22, 2018

Purpose: This part time 20-25 hour/week grant-funded position in the Resident Services Department will provide administrative support to the Resident Services Department. Providing these services in an effective and efficient manner will ensure that the Resident Services functions are systemized and maintained professionally. In addition to typing, filing and scheduling, this position manages duties such as record-keeping, payroll timesheets, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects.

Essential Job Functions

1. Schedule and organize complex activities such as meetings, travel, conferences, and department activities
2. Provide general administrative support including mailing, scanning, faxing and copying
3. Establish and maintain electronic and hard copy filing system
4. Sort and distribute mail
5. Retrieve information from files when needed
6. Assist in resolving any administrative problems
7. Manage calendar for Resident Services Department
8. Perform data entry and scan documents
9. Answer calls from residents regarding their inquiries, responding with amicable responses
10. Maintain office supplies and purchase inventory for Resident Services
11. Work independently and with the Resident Services team on special projects
12. Prepare general correspondence, memos, charts, tables, graphs, business plans, etc. as directed
13. Answer phones promptly and use good judgment to prioritize the distribution of messages in a timely manner
14. Prepare meeting materials and agendas
15. Participate in special events
16. Perform administrative and office support activities for multiple Service Coordinators
17. Perform other related duties as assigned by the Deputy Executive Director

Core Competencies

1. Computer proficiency
2. Personal effectiveness/credibility
3. Communication proficiency
4. Flexibility
5. Strong Customer Service skills
6. Ability to multi-task
7. Strong attention to details and accuracy
8. Excellent organization skills
9. Teachable attitude
10. Confidential

Position Requirements

1. Ability to communicate professionally, both verbally and in writing, with customers and staff.
2. Ability to interact with people from a broad range of social and economic backgrounds
3. Must possess and maintain a current, valid PA Drivers license and use of a personal vehicle.
4. Proficient in the use of Adobe and MS software (Windows; Outlook; Word; PowerPoint; Excel; Access).
5. Hard working, dependable, well organized, energetic, highly motivated, creative and personable.
6. Must be able to work evening hours

Required Education/ Experience

High school diploma with two years related experience or Associates degree and one year of related experience preferred. Demonstrated knowledge and experience in cultural awareness and sensitivity, and sound work ethics. Must be computer literate and proficient with Adobe and MS software.

Physical Requirements

Work is performed both in office settings and community settings. Must be physically able to access various physical locations on and off ACHA sites to attend meetings and/or special events. Must be able to work in hot, cold, damp or dusty areas. Must have a level of manual dexterity sufficient to allow for operation of personal computer, telephone, fax machines, calculator, etc. Ability to move, handle or lift small objects around desk area, i.e. files, computer printouts, reports, calculator, office supplies, etc.

WAGE: 15.00/HOUR

As a condition of employment, candidate must successfully pass a post-offer physical examination, drug screen and background security review, with regular full-time employment being contingent upon successful completion of a probationary period.

Frank Aggazio

Frank Aggazio, Executive Director

APPLICATIONS OR RESUMES SHOULD BE MAILED TO ALLEGHENY COUNTY HOUSING AUTHORITY,
ATTN: HR, 625 STANWIX STREET, 12th FL., PITTSBURGH, PA 15222 OR EMAILED TO: jhoover@achsng.com
AN EQUAL OPPORTUNITY EMPLOYER