

The Grand Rapids Housing Commission is currently seeking one full-time non-exempt Office Assistant. **Clerical** Full time, Mon-Fri, 8am-5pm: Responsible for answering multi-line telephones, greeting clients and visitors. Prepare, type, copy and maintain various documents, post rent payment, make bank deposits, and maintain the files. **Required:** High school diploma, GED or equivalent. Two years full-time clerical work experience in an office setting. Ability to work independent of supervision. Ability to operate, troubleshoot a variety of standard office machines and equipment. Must be able to work with a diverse population, communicate effectively with residents, staff, agencies and the public, and make sound judgments and decisions. **Salary:** \$37,961.02 plus benefits. Applications will be accepted March 29, 2019 until Filled and may be completed online at www.grhousing.org or picked up at:

Grand Rapids Housing Commission
1420 Fuller Ave. SE,
Grand Rapids, MI, 49507

An Equal Opportunity/Affirmative Action/E-Verify Employer