

Position Description, Waiting List Specialist:

The Grand Rapids Housing Commission is currently seeking one full-time Waiting List Specialist. **Clerical**, full time, Monday-Friday, 8 a.m. – 5 p.m. Responsible for processing Property Management and Section 8 applications, maintaining waiting lists, and coordinating related information and activities. Required: High school diploma, GED, or equivalent, and two years full-time clerical office work experience. Must be able to work independently, communicate effectively, perform basic math accurately, plan, organize, and make sound judgments and decisions. Must demonstrate skills in operating office equipment such as multi-line telephone, facsimile, copier and calculator; using computer software such as spreadsheets, database and word processing; and utilizing proper grammar, punctuation, spelling and correct arrangement of information. Salary: \$38,318.45 plus benefits. Applications will be accepted August 13, 2018, through August 24, 2018, 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 Employer