Please post the following vacancy:

**WAITING LIST SPECIALIST**

The Grand Rapids Housing Commission is currently seeking to fill one full-time Waiting List Specialist position. Monday through Friday, 8am-5pm.

The position is responsible for processing Affordable Housing applications, maintaining waiting lists, coordinating related information, and scheduling orientations.

Required: High school diploma, GED, or equivalent. Two years full-time clerical work experience in an office. Must be able to work independently and communicate effectively. Must demonstrate skills in operating standard office equipment such as multi-line telephone, facsimile, copier and calculator; using computer software such as spreadsheets, database and word processing; and performing basic mathematics with accuracy. Must be able to plan, organize and make sound judgments and decisions; utilize proper grammar, punctuation, spelling and correct arrangement of information.

Starting salary $37,085.00 plus benefits. Applications will be accepted on-line at www.grhousing.org, in person, or by mail from Friday June 10th, 2016 through Friday, June 17th, 2016. You may pick up applications at:

Grand Rapids Housing Commission
1420 Fuller S.E.
Grand Rapids, MI 49507

An EEO/Affirmative Action Employer

Please remove this announcement end of work day June 17, 2016.