

Job Opening: **Administrative Assistant-Executive**

COMPANY DESCRIPTION

GHA strives for bold ideas and new ways of approaching problem solving. We aim for every interaction to be driven by our **CORE VALUES: Integrity, Service to Others, Excellence, Communication, Accountability, Innovation, and Collaboration.**

GHA is an innovative and growing organization which develops, own and manages housing affordable to a range income along with administering rental assistance throughout the city of Greensboro and Guilford County, North Carolina. We seek an enthusiastic, career-minded individual with a strong work ethic and commitment to teamwork to help develop, analyze, and enhance performance and reporting capabilities to support our growing organization to advance the organization and their career to the next level.

JOB DESCRIPTION

Under general supervision, performs a variety of administrative and general office assistance duties to support activities of the Chief Operating Officer (COO). Employee is responsible for preparing correspondence, records, reports, etc.; performing various other administrative work and special administrative projects; compiling and maintaining a variety of statistical data and preparing visual presentations; providing administrative support in meetings; scheduling meetings, making travel arrangements, and maintaining general files for records and correspondence. Employee must deliver an excellent customer experience when interacting with customers. Responsible for responding to incoming communication and interaction with visitors and routing them to the proper person or department. Employee must possess sound judgment in the performance of work due to dealing with sensitive and confidential information. Reports to the Chief Operating Officer. This is a non-exempt position under FLSA.

Graduation from high school, supplemented by course work in administrative and office technology and four to six years of administrative/clerical or office experience. Competent use of Microsoft Office Suites is required. Typing requirement: 60 wpm. Experience in preparing legal documents/contracts and/or experience in providing support at a high level such as providing administrative support to an organization's executive staff member is a plus. Notary Public Certification is a plus. Bi-lingual abilities are a plus; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Special Requirement

Possession of a valid North Carolina Driver's License and safe driving record.

Closing Date: Open until filled

Complete application on-line at www.gha-nc.org and send your resume to twillis@gha-nc.org

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. We abide by the Drug Free Workplace Act, which includes pre-employment testing.

GHA participates in E-Verify. To access E-Verify's Participation Posters visit www.dhs.gov/e-verify and then go to Publications

