

Job Opening: **OPERATIONS MANAGEMENT SPECIALIST**

Specifications:

Under general supervision, performs a variety of administrative and general office assistance duties to support the activities in the Property Management Division for the Greensboro Housing Authority. Employee is responsible for preparing drafts and final copies of correspondence, memos, records, reports, etc.; performing various other secretarial duties; compiling statistical information; and maintaining general files for records and correspondence. Employee is also responsible for answering incoming calls and visits and routing them to the proper person or department; maintaining supplies for the Division; scheduling meetings for Division personnel; and processing Division mail. Employee must also exercise tact and courtesy in dealing with contractors, outside agencies and the general public. Reports to the Vice President of Property Management. (This is a non-exempt position under FLSA).

Graduation from high school supplemented by business or technical courses in typing, bookkeeping or accounting or related field, and 1 to 3 years of experience in clerical or general office work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Possession of a valid driver's license issued by the state of North Carolina and maintain a 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.

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