

The Spencer Housing Authority has an opening for a Full-Time Administrative Assistant

The Spencer Housing Authority is seeking a qualified full-time Administrative Assistant to assist with a variety of tasks including, but not limited to, processing applications, maintaining waitlists, calculating rent determinations, and general reception duties including answering phones, entering work orders, filing and assisting the public. This is a full time (40 hours) benefited position. Retirement is through the Worcester County Retirement Office.

Successful candidates must have excellent written and verbal communication skills and be proficient in computer skills. Working knowledge of EOHLC, CHAMP, or PHA-Net software.

The selected applicant must be able to pass a criminal background check (CORI).

The full job description can be found on the SHA website.

Pay: \$20.00 per hour

Applicants should submit a cover letter and resume to:

Spencer Housing Authority
13 McDonald Street
Spencer, MA 01562
Attn: Kimberly Hurlbrink

You may also email cover letter and resumes to Kimberly Hurlbrink: kim.hurlbrink@spencerhousing.org

Resumes will be accepted until 2:00PM on March 21, 2025

Spencer Housing Authority is an equal Opportunity Employer.