

Administrative Assistant **Paso Robles Housing Authority**

The Paso Robles Housing Authority (PRHA) has an immediate opening for a full time Office Administrative Assistant in a fast-paced office located in Paso Robles, CA.

Job Summary

The Administrative Assistant provides clerical, administrative, and program support to Executive Director, Office Manager and Department Supervisors. PRHA conducts project and program activities in several key areas including affordable housing development, property management, community outreach, tenant services, and other affordable housing programs.

Administrative Job Responsibilities

- Front desk coverage by greeting guests, answering and directing incoming calls.
- Ability to process detailed work in a timely manner and work independently
- Management of vendor files.
- Provide general office skills: filing, research, copying, mail, scanning and general clerical support to departments and staff.
- Track and keep staff informed of important events, meetings and sponsorships.
- Orders and maintains inventory of office supplies.
- Prepares routine correspondence independently, such as letters and emails.
- Coordinate meeting arrangements and assist in organizing special events, including room and food logistics, invitations, and RSVPs.
- Ensures the organization and cleanliness of common areas.
- Coordinates office systems including files, equipment maintenance and repair, and liaison with IT support.
- Receive, send, sort, and distribute mail and coordinates express mail services.
- Other duties as assigned.

Programmatic

- Provides administrative support and manage logistics of events, such as Board and staff meetings, calendars, visits, grand openings. Note: must attend once a month evening Board meetings and ability to take accurate minutes.
- Works closely with Executive Director and staff to support various projects and program activities.
- Conducts research as instructed.
- Composes and edits reports and correspondence as instructed.
- Manages and coordinates office calendar, website, e-blast mailings, newsletter, articles for newsletter, and updating of website.

Qualifications

- Minimum of Two (2) years administrative/office management experience.
- Dependable, motivated, hard working.
- Excellent organizational skills are necessary.
- Strong writing skills with good editing and proofreading.
- Excellent interpersonal communications skills.
- Excellent skills with word processing using Microsoft Office suite software, including Word, Outlook, Excel and Power Point.

Physical Requirements

This position will require daily use of office equipment, light lifting, and moving around an office environment.

Office Location/Work Schedule/Work Environment

PRHA is located in Paso Robles at 901 30th St. at the north end of Paso Robles. Working hours are Monday through Friday working 8 hours per day. The work environment is a business-casual yet professional and productive.

Travel Requirements

Occasional travel requirements. Must have use of vehicle to travel within San Luis Obispo County and possible out of area locations. Must possess and maintain a valid California driver's license and legally required insurance and agree to allow PRHA to obtain access to the DMV pull report.

Compensation

\$15.00-\$18.00 per hour, DOE. This is a full time position. Benefits includes health plan, vacation, holidays, and retirement plan. All new hires must successfully pass a background check.

How to apply: Provide a current resume plus an application for employment. Applications can be obtained at www.pasoroblesha.org. Mail or drop off application and resume at 901 30th St., Paso Robles 93446 or e-mail to jaguilar@pasoroblesha.org. Please, no phone calls.

Paso Robles Housing Authority is an Equal Opportunity Employer