

Public Housing Aide/Clerical Support

The Jackson Housing Commission is seeking to fill a Public Housing Aide/Clerical Support. The Commission manages 540 units of public housing and 475 Housing Choice Vouchers. The Housing Aide will work under the oversight of the Housing Manager act as receptionist and will have daily interaction with tenants. This individual will complete work orders, respond to general inquiries and assist with typing correspondence, data entry, and creating monthly reports.

Seeking an individual with 1-2 years prior clerical experience with good grammar and punctuation skills. Candidate should have prior experience working with the public, excellent customer service skills, good organizational skills, proficiency in Microsoft Office - Word, Excel, and the ability to work independently. The ideal candidate will produce accurate work on a timely basis to meet monthly deadlines.

Applicants should have a minimum of a high school diploma, Associate's Degree preferred. Human Services background a plus. A valid Michigan driver's license is required. An offer of employment is based on the ability drug test and background checks. The Commission offers an hourly wage of \$11-13/hr. depending on experience, a desirable benefits package consisting of medical, dental, vision, pension and life insurance. Work schedule: Monday-Friday 7:30 am – 4:00 pm.

JHC complies with Section 3 of the Housing and Urban Development Act of 1968. Therefore, to the greatest extent feasible, at least thirty-percent (30%) of the aggregate annual number of its internal new hires will be residents and other Section 3 eligible persons. A Section 3 resident seeking preference in employment must fulfill the requirements/qualifications of the sought position and must provide evidence of their Section 3 status (e.g., receipt of public assistance, address of residency, etc.).

To apply for this position, submit a cover letter and resume to jobs@jacksonhousing-mi.org. Position open until filled. faxed to (517) 990- 0181 or mailed to:

Jackson Housing Commission
Attn: Public Housing Aide/Clerical Support
301 Steward Avenue
Jackson, MI 49201

Equal Opportunity Employer

No phone calls please

