

Housing Opportunities of SW Washington
Open until filled

Administrative Assistant – 20 Hrs. per week

The **Administrative Department** will have an opening for a regular, part-time (20 hrs per week) **Administrative Assistant** at its Longview, WA offices. Prior administrative office experience is preferred. This position will require the candidate to work in a fast-paced and often stressful environment. Excellent written and verbal communication skills are required and the ability to multi-task and have strong Microsoft Office applications such as Word, Excel & Power Point is essential. Must have reliable transportation and valid drivers` license & insurance.

This position is responsible for assisting the CEO with screening calls; setup for Board meetings including preparation of Board packets, minutes, and refreshments; receiving and directing visitors; managing calendars; filing; making travel, meeting and event arrangements; assembling reports; customer relations; updating website, monthly newsletter and other special projects as required.

Must pass pre-employment drug screening and background check and DMV abstract will be required before hiring. Applicant must be insurable under the Authority`s insurance coverage.

To Apply: Please email HOSWWA employment application, resume, cover letter describing how you meet the qualifications and why you are an ideal candidate for this position, and three references to hr@hoswwa.org with `Administrative Assistant` in the subject line. Please visit our website at www.hoswwa.org/job-posting.html for a Job Description, application, and further information. Please do not contact Housing Opportunities directly.

Housing Opportunities of SW Washington is an Equal Opportunity Employer.