

CORPUS CHRISTI HOUSING AUTHORITY

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant

W-H Class: Non Exempt

REPORTS TO: Director of Maintenance

Hrs/Wk: 40

Salary Grade:

DIVISION: Maintenance

JOB SUMMARY:

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of Maintenance Department.

Responsibilities:

- Answer and direct phone calls
- Provide information by answering questions and requests
- Handle multiple projects
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, data entry, scanning etc.
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Reply to email, telephone or face to face inquiries

Requirements:

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to cleanliness, detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- Must have High School Diploma or GED
- Valid Driver License

Administrative Assistant top skills & proficiencies:

- Reporting Skills
- Administrative Writing Skills

- Microsoft Office Skills
- Professionalism
- Cleanliness
- Inventory Control
- Verbal Communication
- Office Administration Procedures
- Typing Skills
- Attention to Detail
- Accuracy
- Multitask
- Telephone Skills
- Teamwork
- Discretion and Judgment
- Patience