



EMPLOYMENT OPPORTUNITY

August 15, 2023

Data Control Operator

Seeking a detail oriented and organized Data Control Operator to join our Section 8 Department. The ideal candidate will be responsible for accurately and efficiently inputting data related to housing applications, tenant information, and voucher allocations into our database systems in addition to reviewing data for errors, discrepancies, or missing information and rectifying as needed to maintain the data accuracy and completeness.

Requirements:

- High School Diploma or equivalent.
- Minimum 2-3 years experience in data entry or related administrative role. Section 8/Public sector experience a plus.
- Proficient in using data entry software and MS Office applications; Excel, Word, and Outlook.

Starting Salary Range: \$36,630-\$44,149

Excellent Benefits Package

Qualified candidates should fax or e-mail their resume and a letter of interest to the Human Resources Department. E-mail jobs@hacfl.com/or fax to 954-556-4122

NO PHONE CALLS OR WALK-INS

Open Until Filled

EQUAL OPPORTUNITY EMPLOYER