



EMPLOYMENT OPPORTUNITY

September 26, 2023

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

The Receptionist/Administrative Assistant works under the direct supervision of the Tenant Outreach Resource Coordinator performing general office, reception, administrative, and clerical assignments. Public contact is required. Work involves operating a multi-line phone system, providing information, explaining policies and procedures to Agency clients and the general public, transferring phone calls to the appropriate department and assisting with administrative and clerical tasks.

QUALIFICATIONS:

- High School Diploma or equivalent.
- 3-5 years office experience or completion of business oriented vocational training. Experience working with the public preferred.
- Must be able to communicate effectively over the phone and in person providing accurate responses in an efficient manner.
- Knowledge of modern office practices and equipment.
- Bilingual skills preferred.

STARTING SALARY RANGE: \$36,630-\$44,330

EXCELLENT BENEFITS PACKAGE

OPEN UNTIL FILLED

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

NO PHONE CALLS OR WALK-INS

Equal Opportunity Employer