



We know the way home.

HCV Office Assistant – Job Announcement

Do you want to work for an amazing company that takes care of their employee's and is family friendly?! We are a small office with dynamic people who love the work they do for some of the most vulnerable members of our community. We are passionate about our mission *Fostering Dignity Through Housing*, we like to have fun, and we all work as a team. We offer a great work environment and a comprehensive compensation and benefits package. Our office is conveniently located in Downtown Redmond, with employee reserved parking. If this sounds like a place you would like to work at and start your next career, then please apply.

Compensation:

\$15 an hr (This position is a temporary part time position)

What we offer:

Paid Time Off (PTO) policy

May be eligible for PERS retirement plan thru the State of Oregon

Here is what we are looking for:

A dynamic self-starter; task and detail oriented individual who likes to provide excellent customer service to a diverse group of people ranging from professionals to the general public. Excellent written and oral communication skills, good attention to detail and willingness to go the "extra mile" for clients. Must be able to maintain a high level of confidential at all times.

Here is what you will be doing within your careered position:

Filing, scanning, copying and organizing client files as well as providing administrative support for the team of Housing Choice Voucher Specialists.

What are the minimum qualifications?

- High school diploma or GED
- A minimum of one year's office experience preferred
- Sufficient computer knowledge in Microsoft Office programs and skills to work with other computer programs and internet applications.
- Strong written and verbal communication, interpersonal, and problem-solving skills.
- Professionalism, discretion, and the ability to work with minimal supervision.
- Bilingual preferred

Where can I find out more about the position?

Go to <https://housing-works.org/about/newsroom/employment/>

Select the posting "HCV Office Assistant". Specifications for the positions will be posted in its entirety.

How can I apply?

Email or fax a resume and cover letter to Lesly Gonzalez, HCV Director.

We are located at: 405 SW 6th Street, Redmond, OR 97756

Fax: 541-923-6441

Email: lgonzalez@housing-works.org

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