**Part Time Administrative Assistant – Civic Apartments**

The Housing Authority of the County of DeKalb is seeking a part-time administrative assistant for the Civic Apartment location.

The right candidate must possess strong computer skills, be detail oriented, and posses the ability to multi-task. Candidate must possess strong customer service and communication skills; maintain a high level of professionalism and confidentiality.

Responsibilities include prompt opening and closing of the Civic Apartment office (1:00pm – 4:30pm), answering phones call, receiving mail, maintaining supplies and forms, assisting manager with reasonable accommodation requests, collecting rents, and working on other projects as determined by property manager.

Candidate must have a HS diploma/GED, and related professional experience is preferred. Candidate must be proficient in MS word, excel and outlook.

We are an equal employment opportunity employer. Criminal Background checks and drug screening will be performed

We are working with temp agencies to locate candidates for this position. If you possess the required qualifications please contact them directly for more information and a detailed job description.

Furst Staffing – 815-756-6700

Manpower – 815-895-4400

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