

Job Opening: Administrative Assistant**Location:** North Charleston Housing Authority**Hourly Rate:** \$20.00/hour – 40 hours per week**Schedule:** Flexible Work Schedule**Benefits:** Health, Dental, Vision Insurance | State Retirement Plan

The North Charleston Housing Authority is seeking a highly organized and detail-oriented Administrative Assistant to join our dynamic Property Management Team. This role is critical to ensuring smooth day-to-day operations and providing exceptional support to both staff and residents.

We're looking for someone who is dependable, self-motivated, and able to thrive in a fast-paced environment with minimal supervision.

Key Responsibilities:

- Answer and manage incoming calls with professionalism and courtesy
 - Provide general administrative support including filing and managing correspondence
 - Assist with processing housing applications for prospective tenants
 - Support Property Managers with daily tasks
 - Help coordinate maintenance work orders and order necessary supplies
 - Perform other duties as assigned
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Qualifications:

- High school diploma or equivalent (required)
 - 2+ years of customer service experience
 - Strong organizational and time management skills
 - Proficiency with office software (Microsoft Office, email, etc.)
 - Valid driver's license and reliable daily transportation
 - Ability to pass pre-employment **drug screening, criminal background check, and reference check**
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Why Join Us?

- \$20/hour with a full 40-hour workweek
- Flexible work schedule to support work-life balance
- Access to Health, Dental, and Vision Insurance

- Enrollment in a State Retirement Plan
- Opportunity to make a positive impact in the community

Interested candidates please submit a cover letter and resume to:

jcarter@nchashousingauthority.com (Administrative Assistant in subject line). Please no phone calls or emails regarding status. Position is open until filled. EOE