**Full Time Administrative Assistant – Taylor Street Plaza**

The Housing Authority of the County of DeKalb is seeking a full-time administrative assistant for our Taylor Street Plaza location.

The right candidate must possess strong computer skills, be detail oriented, and posses the ability to multi-task. Candidate must demonstrate the ability to work with a diverse population and people of various socio-economic backgrounds. 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 office, answering phone, assisting tenants with various needs in the office, 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. Fluency in Spanish a plus.

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

If you possess the required qualifications, please submit your resume, salary history and three professional references to the HR Department at the Housing Authority of the County of DeKalb at 310 N. 6th Street, DeKalb IL 60115. Resumes will be accepted until position is filled.

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