

The North Andover Housing Authority is Seeking a Part-time Office Manager

NAHA is seeking part-time office Manager Position for a busy public housing office. The position is 15 hours/week. Duties involve answering phones/typical office tasks (filing/memos/typing), managing public foot traffic, processing housing applications and resident work orders. This is a highly visible position that must be comfortable working with a diverse public population. Bilingual applicants strongly preferred. Strong computer skills required. A minimum of two years of experience managing an office setting is desirable. Salary is \$15-18/hour. The position does not include insurance benefits. Please send resumes to choog@northandoverha.com by August 15, 2017.