



## **WENHAM HOUSING AUTHORITY**

**Larch Lane**

**Wenham, MA 01984**

**(978) 468-1532 Fax (978) 468-1468**

**[www.wenhamhousingauthority.com](http://www.wenhamhousingauthority.com)**  
**[wenhamhousing@verizon.net](mailto:wenhamhousing@verizon.net)**

### **ADMINISTRATIVE ASSISTANT**

The Wenham Housing Authority is seeking to fill the position of Administrative Assistant. The ideal applicant will have prior state public housing experience. Proficiency in Quickbooks, MS Word and Excel is essential. Candidate should possess initiative, be detail oriented, organized, have the ability to multi task and communicate with an elderly population. Exemplary customer service skills and the ability to work independently is a must.

This part-time position is 16-18 hours per week. Rate is \$18.00 per hour. Selected applicant must be able to pass a CORI.

Interested applicants, please submit a current resume to Paula Mountain, Executive Director, Wenham Housing Authority, Larch Lane, Wenham, MA 01984 or by email to [wenhamhousing@verizon.net](mailto:wenhamhousing@verizon.net). Resume must be received by March 23, 2018. NO PHONE CALLS PLEASE

**The Wenham Housing Authority is an Equal Opportunity Employer**