

HUNTINGTON

Housing Authority

OFFICE ASSISTANT with Town of Huntington Housing Authority
1-A Lowndes Avenue, Huntington Station, NY 11746

Submit Resumes: Jharris@huntingtonha.org

17.5 Hours

Mon to Wed 9am-1:30pm and Thursday 9am to 1pm

Duties include:

Answering the phone and greeting customers in a pleasant and professional manner.

Must be familiar with Microsoft Word to create letters and memos and a preference with Excel to create spreadsheets.

Responsible for filing and maintaining office equipment.

Sort and distribute mail.

All other duties as assigned

Must be able to lift up to five pounds.