

OFFICE ASSISTANT with Town of Huntington Housing Authority

1-A Lowndes Avenue, Huntington Station, NY 11746

Submit Resumes: Jharris@huntingtonha.org

17.5 Hours

Monday, Tuesday, and Thursday 9am-1:30pm and Wednesday 9am to 1pm, Fridays off.

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.