



# Housing Authority of the City of Freeport

## Administrative Specialist

**Job Brief:** We are hiring a part-time, with full-time potential, Administrative Specialist in Freeport, IL. This position will be to perform a variety of administrative and clerical tasks. Duties of the Administrative Specialist include, but are not limited to: providing support to our managers and employees, assisting in daily office needs, assist applicants and tenants, data entry, and customer service skills.

### **Responsibilities:**

- Answer and direct phone calls
- Write and distribute email, correspondence, memos, letters, faxes and forms
- Handling correspondence of housing applicants via email
- Provide back up support for Managerial staff
- Input of potential tenant housing applications in SACS software
- Assist in delinquencies and communications with neighbors
- Assemble Housing Applications and Move In Packets
- Maintain housing applicant files and tenant files
- Accept service requests from tenants and route to maintenance promptly
- Ensure accurate file documentation and assist in the collection of required fees in accordance with housing policies; participate in lease file audits as needed
- Perform other duties as directed by the Property Operations Manager

### **Requirements and Skills:**

- Understanding and adherence to all Fair Housing Laws and practices, including those applied at a national, state, and local level
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Ability to greet applicants and tenants in a cheerful and helpful manner
- Be self-motivated, dependable individual and excel at working in a team environment
- Must submit to and pass criminal background test
- Willing to submit to and pass a 12-panel standardized computer/typing test

**Training and Experience:**

- High School Diploma or equivalent (G.E.D) with 5 years administrative experience; Bachelor's degree preferred
- Relevant industry experience is preferred, or previous administrative experience is a plus

**Physical Requirements:**

- Position typically requires reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Sedentary Work: exerting up to 10 pounds of force occasionally and /or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are occasional.

**Pay:**

Non-exempt, \$13.00 – \$15.00

**Schedule:**

Monday to Friday (8:30 a.m. to 5:00 p.m.)

**Work Location:**

2 developments (Main office and Westview office)

**Disclaimer:**

HACF is an Equal Housing Opportunity and Equal Opportunity Employer.

HACF does not discriminate in housing, employment, or advancement on the basis of race, color, religion, sex, national origin, disability, familial status or any other basis prohibited by law.

To apply:

Email resumes to: [bmekalska@hacf.us](mailto:bmekalska@hacf.us)