



Now Hiring - Administrative Assistant

The Gunnison Valley Regional Housing Authority (GVRHA) is now hiring for a Administrative Office Assistant. We are seeking someone to support our housing staff by answering phones, responding to emails, updating databases, supporting our program staff, bookkeeping assistance, and keeping our office running smoothly. This job is in-office, 30 hours per week. Starting pay at \$21/hour, higher for qualified bilingual (Spanish) candidates. Anticipated start date of December 1st.

Interested applicants can pick up an application at our office at 200 E Virginia Avenue in Gunnison, or online at www.gvrha.org

Principal Job Responsibilities

- Keep office space organized and running smoothly for all staff and visitors
- Answer and direct walk-ins, phone calls and email traffic
- Manage GVRHA Housing email
- Maintain all general office supplies and equipment
- Provide feedback for general housing availability questions
- Support GVRHA staff in processing applications and housing inquiries
- Maintain GVRHA Rental and Ownership interest lists
- Support bookkeeper with bill and payment processing
- Process portfolio loan payments
- Assist staff with filing, scanning, copying, mailing and emailing as directed
- Maintain all shared databases for GVRHA operations
- Support Executive Director in administrative operating duties
- Other duties as assigned

Candidates for this position will possess the following skills and experience:

- Self-starter, needs little oversight
- Organized and thorough attention to detail
- Knowledge of database use and manipulation
- Excellent communication skills (verbal and written)
- Bilingual ability (Spanish) highly desired
- Experienced in Microsoft Word and Excel
- Notary public license desired but not required
- Valid driver's license & reliable transportation

