

Vermont State Housing Authority

One Prospect Street • Montpelier, Vermont 05602 • (802) 828-3295 • contact@vsha.org

NOTICE OF OPEN POSITION

Office Assistant

11/14/2024

Since 1968, the Vermont State Housing Authority has been working to improve and expand access to affordable housing throughout the state. VSHA strategically partners and collaborates with rental property owners, nonprofit organizations, agencies, and municipalities to implement innovative programs that promote housing access and stability for our community members with income-based and other housing assistance needs.

VSHA is seeking an **Office Assistant** to provide front-desk responsibilities. This position is full-time, 7:45-4:30 daily.

Essential functions include:

1. Provides telephone and front desk coverage: answers multi-line telephone system, including toll-free message line; takes messages and directs calls to appropriate individuals; and provides pertinent and routine information as required. Handles automated recordings, paging system, etc. Greets and assists visitors, directing them to appropriate individuals.
2. Sorts, stamps and distributes all incoming mail; assures outgoing mail ready for pickup; prepares certified/registered mail, etc.
3. Assists walk-in participants, general public, vendors, service providers, etc.
4. Performs a variety of clerical support work as assigned or directed: typing, filing, photocopying, mailings, etc.
5. Maintains staff telephone listings, mailboxes, and front-desk procedure guide; monthly calendar of events; and maintains general office forms.
6. Maintains the reception area and common areas on the first floor; monitors materials on the reception and kitchen bulletin boards.
7. Responsible for central office security: unlocking and locking doors and windows, monitors security camera system; maintains visitors log in sheets; powers on and off copier equipment and answering voice mail systems.
8. Assists in maintaining office and meeting room supplies, inventory and stocking lower and first floors and distributing supplies throughout the central office.

9. Assists with telecommunications needs; distributes faxes as necessary.
10. Handles agency wide and specialized advertising and necessary follow-up.

Qualifications and Requirements:

- High school graduate, or equivalent. Course work in secretarial skills and administrative office practices preferred.
- Two years of clerical/administrative experience, including public contact and telephone services.

Status: Open to internal and external applicants

- Pay Grade 4
- FLSA: non-exempt
- Salary: \$18.82/hr

To Apply: Please submit your application materials (resume, cover letter, and application) to careers@vsha.org or Vermont State Housing Authority, Human Resources, 1 Prospect St., Montpelier VT 05602. The employment application can be downloaded from our website at vsha.org.

Vermont State Housing Authority is an equal opportunity employer. VSHA does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, sexual orientation, gender identity, genetic information, HIV-positive status, ancestry, place of birth, citizenship status, veteran/military status, crime victim status, or any other characteristic protected by federal, state, or local laws. This policy applies to all of VSHA's terms and conditions of employment.