



**Wayman A Williams, Executive Director/CEO**

**Office Assistant**  
**Greenville Housing Authority**  
(1 position available)

The Greenville Housing Authority is recruiting for a professional individual to perform clerical duties in the Administrative Office. Duties will include, typing, answering phones, providing general information, report preparation, indexing, filing and related work. This position requires excellent interpersonal skills and a typing speed of 30-40 words per minute as well as computer skills.

Candidate must be a high school graduate with 6 months previous work experience. An associate degree is preferred.

Applications can be obtained at the Greenville Housing Authority's Central Office, 1103 Broad Street, Greenville, NC 27834. All completed applications must be returned to the Main Office by October 13, 2017.

