



December 8, 2020

Employment Opening

Receptionist/Office Clerk

The Housing Authority of Pompano Beach is seeking a Full-Time Receptionist/Office Clerk with the following qualifications:

1. Great Customer Service Skills
2. Computer Literate
3. Knowledge of Windows, Excel, Outlook, and Microsoft Word
4. Great Telephone Etiquette
5. Office Skills

Job Requirements: Must possess a high school diploma and two (2) years general office experience or equivalent abilities. Experience in Windows, Excel, Outlook, Microsoft Word, and ability to provide quality customer service are desirable qualities. Skills include excellent oral and written communications, proficient use of office machines, and highly functional in data processing and ability to learn computer applications specific to Housing Authority needs. Must exhibit excellent interpersonal, verbal, and written skills.

The Office Clerk will have receptionist responsibilities in addition to assisting the various departments in data entry, filing, as well as, and other office duties as assigned. Seeking a professional who is flexible, a team player, organized, quick learner, and multi-task oriented. An application may be obtained from the Housing Authority of Pompano Beach website <http://www.hapb.org/employment/index.php>. Applications and Resumes can be emailed to pompanoha@hapb.org or faxed to 954-785-7219. Additional information can be obtained by contacting 954-785-7200x233. **Equal Opportunity Employer.**