

## **IMMEDIATE JOB OPENING – FULL TIME**

### **CLERK**

New Brunswick Housing and Redevelopment Authority is looking for a detail oriented individual to organize and maintain general administrative responsibilities such as answering phones, managing inter/outer office communication, performing customer assistance related functions including but not limited to data entry. Good and organized communication skills a must. Bi-lingual (English/Spanish) preferred.

#### Key Responsibilities:

- Under supervision, receives continuous in-service training and assists in performing supportive assigned tasks.
- Responsible to prepare, proofread and process a variety of documents and forms including general correspondence, reports, schedules and memoranda from rough drafts or verbal instructions from the Executive Director or Supervisor.
- Perform computer data entry from various sources including applications and forms; generates batch correspondence; verify data for accuracy and completeness. Retrieve and research data entered.
- Provide assistance and general information to clients regarding activities and programs, processes, policies and procedures; answer phones, take messages, and log a variety of documents that are delivered.
- Perform a variety of record keeping duties including researching files, purging files, and filing documents; maintain logs and statistical records; scan large or copying documents; organize and maintain data storage and assist with file maintenance and file oversight.
- Receive, sort, and distribute incoming and outgoing correspondence; distribute or copy documents; and perform various clerical duties to support the Executive Director (or their designee).
- Completes all required daily, weekly, and monthly assignments, and other activities as directed including some light bookkeeping.
- Does other related work as needed.

We offer Benefits including, Health, Dental, Vision, Prescription, Pension and PTO.

Experience: 5 years office experience in record retention procedures, customer service and paper/electronic file systems. Basic computer knowledge expected. Light bookkeeping a plus.

Salary Range: \$28,000 - \$40,000 Annually

NBHA is an equal opportunity employer and is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the Civil Rights Act and New Jersey Law Against Discrimination. Under no circumstances will the Housing Authority discriminate on the basis of race, creed, color, national origin, nationality, citizenship status, ancestry, religion, age, sex, pregnancy, pregnancy-related medical condition, childbirth, childbirth-related medical condition, breastfeeding, gender identity or expression, affectional or sexual orientation, marital status, civil union status, domestic partnership status, disability, atypical hereditary cellular or blood trait, genetic information, liability for service in the United States Armed Forces, or any other characteristic protected by law.