

Job Opening – Office Administrator

Mississippi Regional Housing Authority VII is seeking a highly motivated and experienced individual responsible for Office Administration. The Office Administrator is responsible for numerous critical administrative functions of the Agency's Management, Administrative, and Executive Offices. The incumbent performs human resources and general administrative work and supports the project needs of executive staff. The incumbent is responsible for developing and implementing activities related to the Americans with Disabilities Act (ADA) and Section 504 in the area of housing and general business practices. A complete list of job responsibilities is available within the official job description upon request.

Education and Experience

Bachelor's degree in business administration, human resources, or related field and a minimum of three (3) years of experience providing human resources and administrative support. An equivalent combination of education and experience may be considered.

Knowledge and Skills

Knowledge of the operation of commonly used office equipment, especially the use of personal computers for word processing and spreadsheet applications. Some knowledge of the purposes, policies, and regulations of a Public Housing Agency (PHA) is helpful, but not required. Knowledge of report preparation techniques and procedures and a demonstrated ability to prepare professional and technical reports, board resolutions and other documents. Some knowledge of human resource practices, procedures and terminology, i.e. job analysis, organizational development, equal employment practices, state and federal employment law. Knowledge of personnel policy development and administration preferred. Knowledge of records management practices and general office administration practices and procedures. Skill in applying the laws and regulations applicable to Reasonable Accommodations. Proficient mathematical and statistical skills and ability to understand and interpret data, charts, and graphs. Demonstrated ability to take accurate meeting minutes and dictation and, in a timely manner, accurately transcribe them into documents ready for adoption or approval. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds. Ability to understand, act on and interpret: policies, regulations and procedures as set forth by the Agency and/or HUD. Ability to operate appropriate Agency computer equipment and software packages. Ability to deal effectively with sensitive and confidential information.

The starting salary for this position is \$40,000/yr.

Must be available for employment not more than two weeks after job offer acceptance. Must also clear a back-ground check, credit check and drug test. Applicants should submit a completed application with resume to McComb WIN Job Center or the Housing Authority Office. Applications are available on our website at <http://www.mrha7.org/doing-business.html> Scroll down to Job Seekers/Job Vacancies Section to obtain an application.

All applicants must supply an email address, phone number and mailing address on the completed application.

Position Open Until Filled

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