



The Greenville Housing Authority  
122 Edinburgh Court  
Greenville, South Carolina 29607  
(864) 467- 4250

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## JOB ANNOUNCEMENT

POSITION: Executive Administrative Assistant

DATE: Thursday, August 13, 2020

DEPARTMENT: Executive

DEADLINE TO APPLY: Thursday, August 27, 2020

### POSITION SUMMARY:

The primary purpose of this position is to provide a broad range of administrative support functions contributing to the overall effectiveness of the executive office and the TGHA Board of Commissioners.

All activities must support The Greenville Housing Authority's ("TGHA" or "Authority") mission, strategic goals, and objectives.

QUALIFICATIONS & EXPERIENCE: Any combination of training and work experience which indicates possession of the knowledge, skills and abilities listed below. Acceptable qualifications for this position are:

Graduation from an accredited college or university with a bachelor's degree or an Associate Degree of relevant Administrative work which demonstrates the ability to perform the duties described herein and (b) a minimum of five (5) years' experience as support for an Executive.

Some positions may require possession of a valid driver's license and the ability to be insurable under the Authority's automobile insurance plan at the standard rate.

APPLICATION PROCESS: Please apply by submitting your resume to [employment@tgha.net](mailto:employment@tgha.net). Please no phone calls. [CLICK HERE FOR MORE INFORMATION](#)

*The Housing Authority of the City of Greenville, SC is an Equal Opportunity Employer.*

