

CAREER OPPORTUNITY

Executive Administrative Assistant

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.

Example Listing of Tasks:

- Oversees the day-to-day office management activities of the Executive Office.
- Coordinates communication with the Board of Commissioners and other community stakeholders.
- Provides administrative support to the executive staff, including the preparation and process of material for board meetings, transcribing and preparing board minutes, TGHA resolutions, reports, etc.
- Proofreads documents for accuracy, grammar, punctuation, spelling with a strong attention to detail
- Receive calls and correspondence and route to the appropriate department
- Assist with confidential data, including business, financial and personnel matters
- Coordinates the distribution of information coming in and out of the executive office
- Maintains schedule/calendar of daily activities and meetings
- Plans logistics and supports key events including training, webinars, travel, teleconferences, conferences external and internal meetings
- Performs additional responsibilities as assigned

Desired Applicant:

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. An equivalent combination of education and experience may be considered.



To Apply:

Please email your cover letter and resume to employment@tgha.net with "Executive Administrative Assistant" in the subject line.

Job Description:

To view a complete job description, visit www.tgha.net/career-opportunities. Please do not contact TGHA directly.

Deadline to Apply:

Open till filled

Greenville Housing Authority
122 Edinburgh Court
Greenville, SC 29607
PHONE: 864-467-4250
TDD: 864-467-4203
TOLL FREE: 844-411-TGHA (8442)
tgha.net

TGHA is an Equal Opportunity Employer and provides Equal Housing Opportunities

