



MAINTENANCE CLERK

The San Benito Housing Authority is seeking an individual as a **Maintenance Clerk** who will be responsible for monitoring inventory supplies for the Maintenance Department and ordering supplies/parts by following the procurement process. The candidate will initiate and finalize maintenance work orders of the SBHA's dwelling and non-dwelling facilities, and is responsible for maintaining inventory and fixed asset records. Ideal candidates should possess:

- Working knowledge of HUD and agency's policies
- Experience in clerical work with excellent organizational skills
- Ability to maintain adequate records, and prepare clear and concise narrative reports
- Strong computer skills; working knowledge of Microsoft Word, Excel, and Outlook
- Basic knowledge of building maintenance, fire prevention, and chemical storage
- Ability to use mobile device and desktop computer to initiate and complete work orders and track/purchase inventory, equipment and supplies
- Ability to communicate in English and Spanish

Position open until filled

***Equal Opportunity
Employer***