



EXECUTIVE ADMINISTRATIVE ASSISTANT

San Benito Housing Authority is seeking a highly organized and proactive Executive Administrative Assistant to provide comprehensive administrative support to our executive team. of the housing authority. The ideal candidate will possess exceptional organizational skills, a keen attention to detail, and the ability to manage multiple tasks efficiently. This role is essential in ensuring smooth office operations and effective project coordination.

Responsibilities

- Provide executive administrative support, including managing calendars and scheduling appointments using Outlook Calendar.
- Coordinate and organize meetings, including preparing agendas, taking minutes, and following up on action items.
- Plan, organize, and execute events such as community outreach programs, workshops and meetings, ensuring all details are managed efficiently.
- Collaborate with vendors, venues, and staff to ensure successful event execution including logistics, catering, and promotional materials.
- Serve as a liaison between the executive team and other departments or external stakeholders.
- Conduct research and compile data for reports and presentations.
- Maintain and organize files, ensuring all documents are easily accessible and up-to-date.
- Maintain confidential files and records related to housing projects, tenant information, and financial documents.
- Assist with project coordination, tracking progress, and ensuring deadlines are met.
- Perform general office duties such as data entry, correspondence management, and supply ordering.
- Collaborate with team members to streamline processes and improve office efficiency.

Requirements

- Bachelor's degree in business administration, public administration, event management, or related field preferred.
- Proven experience in an executive administrative support role or similar position preferably in a governmental or housing authority setting.

The San Benito Housing Authority is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

- Strong computer literacy with proficiency in Microsoft Office Suite, particularly Outlook Calendar.
- Excellent organizational skills with the ability to prioritize tasks effectively.
- Familiarity with project coordination principles is a plus.
- Exceptional communication skills, both verbal and written.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Proficiency in English and Spanish is required.
- Knowledge of housing regulations and policies a plus.
- Requires travel for meetings, events, and site visits.

If you are a motivated individual looking to contribute to a dynamic team while supporting executive functions, we encourage you to apply for this exciting opportunity as an Executive Administrative Assistant.

Position Open Until Filled
Job Type: Full-time
Pay: From \$18.00 per hour
Expected hours: 40 per week

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