



Administrative Support Staff

The Administrative Support Staff provides general support across multiple SBHA departments, including Administration, Project Management, Human Resources, Maintenance, and the Housing Choice Voucher (HCV) Program. This position assists staff with daily tasks, organization, documentation, and community engagement activities.

Responsibilities

- Assist with filing, scanning, and organizing documents.
- Support the creation, editing, and formatting of agency documents.
- Assist with logging, tracking, and closing work orders as needed.
- Support inventory tracking, ordering, and updating supply logs.
- Assist with the organization of office spaces, storage areas, and agency files.
- Provide support during resident events, community events, and staff events.
- Assist Property Managers and HCV staff with light administrative tasks as assigned.
- Perform other related duties as assigned by the Project Manager, HR, or Executive Director.

Requirements

- High School Diploma or GED.
- 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 preferred.
- Knowledge of housing regulations and policies.
- 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 Administrative Support Staff.

Position Open Until Filled

Job Type: Full-time

Pay: \$15.00 per hour

Expected hours: < 30 per week

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.