

The Waukesha Housing Authority is seeking to fill the position of Public Housing Assistant. Ideal candidate will have excellent communication skills, work well with a diverse population and possess strong organizational and problem solving skills. Candidate will assist the public housing manager with all day to day operations such as lease enforcement, home visits, issuing of notices for lease violations, phone calls and calculation of rent. This position will operate in compliance with all required HUD regulations. Experience in property management preferred, but not required. Interested candidate must submit resume and cover letter with reference to position being applied for to: Denise Stimart, Executive Director, Waukesha Housing Authority, dstimart@whaonline.com. This is a full time position with benefits. NO PHONE CALLS PLEASE. Waukesha Housing Authority is an equal opportunity employer.

