



## **ADMINISTRATIVE ASSOCIATE**

Do you have a passion for helping others? Do you have experience with office administrative work? Join us! The City of Eau Claire Housing Authority is seeking a full-time Administrative Associate. This position is responsible for performing complex and varied office administration duties including managing the front desk and providing support to the housing programs that are operated by the Housing Authority.

### **Requirements:**

- High school diploma or equivalent.
- Must have effective verbal and written communication skills.
- Must be proficient with Microsoft Office Suite and Foxit Editor, with the ability to learn other relevant software.

### **Preferred Qualifications:**

- An associate degree in Executive Assistance, Bookkeeping/Accounting, or related field.

**Wage Range:** \$21.77 - \$25.23 per hour, plus excellent fringe benefits!

**Application Deadline:** Open until Monday, January 20, 2025 at 11:59 P.M. Online application and complete job description available on our website at [www.eauclairewi.gov/jobs](http://www.eauclairewi.gov/jobs).

Interviews expected to take place on Monday, January 27, 2025. Candidates will be notified via email if selected to interview

Equal Opportunity Employer.

Recruitment Snapshot:

<https://www.eauclairewi.gov/home/showpublisheddocument/47692/638719190436657892>

\*Don't have a way to apply online? Contact us at (715) 839-4921 to schedule an appointment and we can assist you!