



PHILLIPSBURG HOUSING AUTHORITY

Administrative Assistant

The Phillipsburg Housing Authority is looking for a highly motivated full-time Administrative Assistant. The candidate must have a strong work ethic with the ability to work independently. The Administrative Assistant is responsible for administrative and operational support functions of the Authority. This role requires strong organizational skills, discretion, and the ability to handle multiple priorities in a fast-paced environment. The candidate must maintain a professional and courteous manner with residents, visitors, contractors and fellow employees.

Benefits include: Health, Dental, Prescription, Vision, Pension, Vacation and Sick Leave.

Salary is commensurate with experience. Please forward a resume and job application to Human Resources at 530 Heckman Street, Phillipsburg, NJ 08865. Applications are located at www.phillipsburgha.com in the about us tab employment opportunities section. You can also email your application and resume to humanresources@phillipsburgha.com

The Phillipsburg Housing Authority is an Equal Opportunity Employer.