

Hudson River Housing, Inc.

ADMINISTRATIVE CLERK

Full Time - Temporary

General Description:

The Administrative Clerk shall be responsible for administrative duties of HRH's Home Ownership Center and Administrative department located on Mill Street in Poughkeepsie. This is a part time temporary position that will last until September. The hours are Monday – Friday between 9am-5pm..

Duties may include, but are not limited to:

Customer Service

- Answering telephone calls and directing callers to the appropriate person or program
- Greeting visitors and providing them with needed information or directing to the appropriate person or program.
- Receiving rent and food stamp payments.

Administration

- Process enrollment forms, including, entering data, creating files, and notifying customers to schedule initial consultations.
- Maintain customer database and record activity
- Maintain customer files, and other files, necessary to the Home Ownership Center.
- Obtain and process statistical information for reporting.
- Other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Computer and office equipment skills. Ability to work a flexible schedule. Self-motivated and goal oriented. The ability to work independently, yet functions well as a team. Ability to work with diverse groups, good written and oral communication skills, must be organized, mature and display professional judgement. Home or Cell phone required and valid driver's license preferred. Bilingual in English and Spanish preferred.

Please email resume with cover letter expressing interest in the position to: Marie Mazzucco at mmazzucco@hudsonriverhousing.org

NO PHONE CALLS PLEASE

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