

The **FALL RIVER HOUSING AUTHORITY** is seeking qualified applicants for **ONE (1) FULL-TIME** position of:

HUMAN RESOURCE ASSISTANT

DUTIES:

The Human Resource Assistant will assist the Director of Human Resources in the management of employment records, payroll and benefits, and orientation activities for FRHA employees. The incumbent will perform independent functions requiring the application of expertise relating to human resources, personnel, and/or payroll, as well as other tasks typical of a clerk job classification. The Human Resource Assistant must follow established and standardized procedures in accomplishing confidential time sensitive tasks, and careful judgment must be exercised in administering procedures and policies.

The incumbent in this position will have direct contact with the Director of Human Resources. Direction may also be given by the Asset Management Accounting Supervisor and Director of Finance.

QUALIFICATIONS:

The incumbent will be required to have clerical experience in computer operation, typing, office equipment and must be able to maintain a filing system in a safe, secure and confidential manner at all times. In addition, incumbent must be able to perform work under time pressure, able to understand and follow oral and written instructions and must have good communication skills.

REQUIREMENTS:

The incumbent must have at least a high school diploma with ten (10) years or more of relevant work experience dealing with all aspects of human resources/personnel/etc. Incumbent must be proficient in oral and written communication in English and must be able to speak clearly and distinctly in English. Bilingual in Spanish a plus. The incumbent must have a valid driver's license and own transportation.

SALARY RANGE:

The salary range for this position is \$35,215.00--\$49,548.00.

Applicants for this position must submit a completed Fall River Housing Authority employment application and resume. Employment applications and job description can be obtained by visiting our website at www.fallriverha.org.

Position will remain open until filled.

The Fall River Housing Authority (FRHA) considers applications for employment from eligible Federal Section 3 residents.

THE FALL RIVER HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER
MARY L. SAHADY, CHAIRWOMAN
FALL RIVER HOUSING AUTHORITY BOARD OF COMMISSIONERS

9/17/2020