Administrative Assistant - Executive

The Housing Authority of the City and County of Denver (DHA) is a high performing nationally recognized leader in affordable housing. As one of the largest landlords in the State of Colorado, DHA’s mission is to serve the residents of Denver by developing, owning, and operating safe, decent and affordable housing in a manner that promotes thriving communities.

The Position
Provides administrative and clerical support to the Executive Director and the Executive Division staff. Receives and directs phone calls to the proper department or other staff in the agency; takes and delivers messages. Greets and assists walk-in visitors to the Executive Department. Responds to inquiries related to agency assignments. Assists with the planning and preparation of meetings, conferences and conference telephone calls. Schedules meetings and sets up meeting rooms. Prepares minutes including the transcription of the audio recording of the Board of Commissioner meetings. Prepares vouchers and invoices for accounts payable and/or receivables. Processes invoices and requisitions. Prepares budget revisions as directed. Assists with the coordination of travel, meetings and other events for the Agency. Coordinates and arranges necessary catering services for DHA.

Minimum Qualifications at the Time of Application
* Completion of a two (2) year business program or two (2) years of college level course work
* Three (3) years of experience in administrative functions including budgeting, purchasing, personnel, and office management.
* A combination of appropriate education and experience may be substituted for the minimum education and experience requirements at the sole discretion of DHA.
* Valid Colorado driver license and an acceptable driving record.
* Type 50 wpm.
* Proficiency in Microsoft Office Suite.
* Must maintain strict confidentiality of position.

Benefit Information
* Sick leave is accrued at 6 hours per month.
* Annual leave (vacation) for new employees is accrued at 8 hours per month.
* 11 paid holidays per year with an optional paid day off.
* Health insurance and 125 Plan.
* Group life insurance, pension plan (10% of annual salary contributed by DHA), short term and long term disability insurance are paid by DHA.
* Dental plan, vision insurance, critical illness insurance, accident insurance, 457 pension plan and the ROTH IRA are employee paid options.
* Performance based merit increases and annual adjustment are given depending upon current policy.

Starting Salary Range
$44,134.27 to $55,167.84/year

How to Apply
You may apply for this position in one of the following ways:
* in person between 8:00 a.m. and 4:00 p.m. at 1035 Osage Street 9th Floor or
* by faxing your application and/or resume to (720) 932-3005 or
* by emailing your application and/or resume to hr@denverhousing.org.

The application form as well as more information about DHA can be found on our website: www.denverhousing.org.

DHA is an equal opportunity employer. Recruitment will remain open until filled.