



EXECUTIVE ASSISTANT

Job Summary:

The Executive Assistant is a highly responsible position and is under the general supervision of the Executive Director. This position is responsible for maintaining executive calendars, agendas, and Board of Commissioners (BOC) reports in addition to various regulatory reporting with a degree of independence of action and judgment. The Executive Assistant prepares materials used in executive presentations and must organize and maintain files and all records related to BOC meetings. Acts as general administrative support to the executive division.

Supervision Received:

This incumbent is supervised by the Executive Director

Supervision Given:

This incumbent provides no supervision for others.

Principal Duties:

- Performs all administrative functions for the Executive Director. Prepares and types all correspondence, maintains filing system, etc.
- Perform secretarial support including administrative, procurement, and contract filings, financial records, and reports.
- Drafts correspondence and maintains confidential files, types of documents, and mail responses of dated material.
- Answers the Executive Director's telephone line, schedules all appointments, and maintains a computerized calendar to be updated daily.
- Maintains daily administrative workflow of the Executive Director
- Provides support to the Executive Director as requested.
- Prepare an agenda and all corresponding documentation for Board Meetings
- Attends Board Meetings and serves as recording secretary; prepares Minutes and Board Extracts for review by the Executive Director; responsible for reporting Board Attendance each month and updating Board information as necessary on the EOHLIC website; maintains Board Meeting books.
- Accesses information from the internet as required.



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- Retrieves and responds to e-mails for the Executive Director continually throughout the day.
- Makes arrangements for travel, lodging, and/or conference registration for staff and board.
- Places appropriate advertising in newspapers and other posted areas for employment, insurance bids, and other housing-related businesses
- Responsible for the administration and coordination of service and maintenance of all office equipment such as computer systems, copy machines, fax machines, postage machines, telephone systems, typewriters, etc.
- Responsible for all insurance matters including the update of all policies and maintaining an insurance register.
- Responsible for preparing all insurance claims for worker's compensation, submitting forms and claims.
- Responsible for preparing accident reports and submitting claims for employees.
- Attend board meetings, workshops, conferences, seminars, and other job-related training, as requested.
- Places appropriate advertising in newspapers and other posted areas for employment, and other housing-related business
- Maintains a file system, some of which are deemed to be confidential.
- Help design new forms for various departments, as they are needed.
- Assist Resident Services with event planning and coordination.
- Private Conferences/Informal Hearings
- Conducts any additional assignments or responsibilities that may arise when so directed by the Executive Director

KNOWLEDGE, SKILLS, AND ABILITIES

- Must possess excellent organizational skills, be flexible in priority assignments, ability to multi-task, meet deadlines, and work as part of the greater AHA team.

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- The position requires accountability and is often responsible for safeguarding confidential information.
- Familiarity with related office computer software and common business applications.
- Must have well-developed communication and reading skills and knowledge of grammar, spelling, and punctuation.
- Ability to work with a diverse population.
- Ability to work under minimum supervision.
- Ability to understand, interpret, and implement policies, regulations, and procedures as set forth by AHA, Commonwealth, and/or HUD
- Ability to plan, organize, prioritize, and manage multiple projects as needed
- Excellent interpersonal and customer service skills

MINIMUM QUALIFICATIONS

Bachelor's degree preferred. Graduation from high school or possession of a high school equivalency diploma and either: (a) related college and/or certificate programs studies, with four (4) years of work in similar private or public sector administrative experience.; or (b) an associate's degree from a recognized college or university with four (4) years of work in similar private or public sector administrative experience. Bi-lingual preferred.

- **Pay rate:** \$50,000 Annually
- **Job Type:** Full-time, 40 hours per week
- **Location:** Andover Housing Authority, 100 Morton Street, Andover MA 01810

Please send a cover letter, resume, and three references to the Andover Housing Authority, 100 Morton Street, Andover, Massachusetts 01810. Attention: Emily LaMacchia, Executive Director. Applicants may send this information via email to Emily@andoverhousing.org by posting the Executive Assistant Position in the subject line of the email.

All applications must be received by 4 pm on January 30, 2025.

The Andover Housing Authority is an Equal Opportunity-Affirmative Action Employer

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