

Grand Junction Housing Authority – Executive Assistant Position Posting

Open 12.27.17 – 1.12.2018

The Grand Junction Housing Authority seeks an energetic, dynamic professional to join our team as Executive Assistant. The position provides administrative and clerical support to the Chief Executive Officer, Executive Team and Leadership Team in essential components of the Authority's daily operations. The position provides staff support to the GJHA Board of Commissioners and Doors 2 Success Board. Work includes daily support functions and operational tasks, as well as short-term and long-term projects. Excellent verbal and written communication skills, excellent organizational skills and a consistently positive approach are essential for success in this position. Hiring range between \$18 and \$20 per hour, depending on qualifications and experience. For the full job description and details regarding applying for the position, visit [www.gjha.org](http://www.gjha.org). EOE