

Hoosier Uplands Economic Development Corporation

Title: Housing Operations Assistant

Status: Non-Exempt

REPORTS TO: Director of Housing & Community Development

BEGINNING SALARY: To Be Determined

Qualifications: High School Diploma or Equivalent Required, Valid driver's license, Dependable vehicle, Liability insurance.

Knowledge Skill Set:

Detail Oriented, Good Verbal & Written Communication, Strong Organizational Skills, Excel & Word Proficient, Strong Math Skills, Attention to Detail

Working Conditions: Office Setting, Some travel

Physical Effort: Daily Computer Use

Duties & Responsibilities:

- Maintain Indiana Housing Now listings.
- Maintain and update Stream Roll
- Collect receipts and bills.
- Prepare and file purchase orders.
- Other responsibilities assigned by the Housing Director