

Operations Associate

The Housing Authority of Kansas City, Missouri (HAKC) is seeking qualified candidates for the position of Operations Associate. The Operations Associate serves as the Environmental Review (ER) Liaison between the Housing Authority and the City of Kansas City, Missouri. Performs administrative support to the Facilities department, Housing Operations and the Deputy Executive Director by completing ongoing assignments such as coordinating department meetings; organizing and maintaining department files and records, routine data entry to complex secretarial and administrative working in keeping official records. Duties include: monitoring the workflow of projects and requests pertaining to projects between many departments and the City of Kansas City, create and manage various tracking systems to ensure projects are on schedule and within budget and maintaining records of scopes of work, City Notices and submitted ER's. *A full job description can be found on the agency website.*

MINIMUM QUALIFICATIONS

Associates Degree or equivalent training and experience. A minimum of two years of office support experience. Proficient in Microsoft Office and knowledge in Work Order and grant funding preferred or an equivalent combination of education and experience.

Interested applicants must forward resume to:

Administrative Services
Housing Authority of Kansas City, Missouri
3822 Summit, Kansas City, Missouri 64111
Fax: (816) 968-4225 or email: tgumbel@hac.org

POSITION IS OPEN UNTIL FILLED

EOE/AA