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Vacancy Announcement

April 8, 2021

The Sylvester Housing Authority is now accepting applications beginning Wednesday, April 8, 2021, for an Administrative Assistant. Applications may be picked up and returned to the Administrative Office located at 411 N. Jefferson Street Sylvester, Georgia, between 8:00 a.m. and 4:30 p.m. or you can visit our web site at www.shauthority.com Open until filled.

Administrative Assistant

Under the direction of the Chief Operation of Housing, this staff support position performs a variety of administrative and clerical duties for the agency. Some functions include those of a receptionist, secretarial and clerical assignments, and others include some accounts payable and payroll functions. This position provides coordination and oversight of all payments for the purchase of goods and service and other related general accounting tasks, as required. This position shall also serve as the Administrative Assistant to the Chief Executive Officer and from time to time, shall provide backup and other support services to the Property Manager as needed. This position is covered under Section 3 of the HUD act of 1968; HUD recipients and Section 3 residents are encouraged to apply. A Valid Georgia Driver's license, Drug Testing and Criminal Background check is required.

Starting pay: DOE

The Sylvester Housing Authority is an Equal Opportunity Employer