

# CAREER OPPORTUNITY

## Administrative Assistant

### **ESTERHAZY HOUSING AUTHORITY**

Esterhazy Housing Authority is recruiting a part time Administrative Assistant. If you have excellent organizational skills, thrive on multi-tasking, enjoy working with people and want to make a difference in your community, keep reading!

The ideal candidate has a background in office systems and procedures including knowledge of basic accounting procedures. This is a front-line position, respect for the people's diversity and individual differences is key.

This is a part-time position to work 24 hours/week; hours to be determined through mutual agreement. A benefits package including pension is available.

If this opportunity interests you or if you have questions, we'd love to hear from you!

Please email your resume in confidence to:

**hr.plains@housingauthoritiesk.com**  
referencing

**Administrative Assistant, Esterhazy**  
in the subject line, by  
**March 22, 2024**