

# HOUSING AUTHORITY OF THE COUNTY OF CHESTER



30 West Barnard Street, Suite 2  
West Chester, PA 19382  
Phone 610-436-9200 \* Fax 610-436-9203  
www.haccnet.org

**Executive Assistant**  
**Reports to: The Executive Director**  
**Full-Time**  
**Salary range: 40,000-50,000**

Housing Authority of the  
County of Chester

*"On the Road to Excellence"*

Public Housing  
Housing Choice Vouchers  
Family Self Sufficiency  
Homeownership

Board of Commissioners

Patrick Bokovitz, Chair  
Louis J. Beccaria, Co-Chair  
Theodore F. Claypoole, Treasurer  
Donnell Sheppard, Secretary

Solicitor: Vincent T. Donohue  
Lamb McErlane, P.C.

Executive Director  
Paul Diggs

## **Job Summary:**

The Executive Assistant will provide high-level administrative support to the Executive Director and other senior staff.

## **Duties/Responsibilities:**

- Provides high-level administrative support and assistance to the Executive Director and/or other assigned leadership staff.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff.
- Arranges travel and accommodation for executives.
- Schedules and attends meetings on behalf of executives, taking notes and recording minutes.
- Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.
- Performs additional duties as assigned by executives.
- Performs other related duties as assigned.

## **Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Able to type a minimum of 50 words per minute.

- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.

Education and Experience:

- High school diploma required; Bachelor's degree in Business Administration or related field preferred.
- At least four years of related experience required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 10 pounds at times.