

Clermont Metropolitan Housing Authority (CMHA)

Maintenance Clerk – Opening in early January

\$15.50 per hour (37.5 hours work week). Medical, Dental & Vision Benefits

CMHA has an opening in our maintenance department! The ideal candidate will be a team player who has strong organizational, scheduling and time management skills. Previous experience with administrative duties in an office setting preferred. Responsibilities include front desk receptionist to greet visitors, answering phone calls, and accepting payments. Provide administrative support to Maintenance Supervisor by providing accurate records, keeping the office stocked with material, scheduling inspections and updating work orders into the software system. Must be capable of working with minimal direct supervision, have a valid driver's license with a clean driving record, and be able to pass drug and background check. Send resume to info@ClermontMHA.org or mail to CMHA 65 South Market St. Batavia OH 45103. You may also apply in person. Application available at www.clermontmha.org