



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

Clermont Metropolitan Housing Authority (CMHA) is excited to announce that we have an opportunity for a full-time Front Desk Clerk

Musts:

- 3-5 years' experience strong customer service experience
- Prior experience with Public Housing or rental office
- Have excellent attendance and be punctual
- Have a valid driver's license and be insurable
- Be able to pass a criminal background check and a drug screening
- Possess a high school diploma or a GED

Skills needed:

- Strong decision-making skills
- Strong analytical and organizational skills
- Good communication and interpersonal skills
- Ability to work meet established deadlines
- Able to work independently and be able to prioritize work

Pay Range: \$16-\$18, pay will be compatible with experience, plus excellent fringe benefits:

- Pay Increases available after 180 days based on performance, then annually
- Excellent Health, Dental, and Life Insurance Benefits
- Vacation and Sick benefits start on 1st day of employment
- Abbreviated 37.5-hour work week
- Work Hours Monday – Friday 8:00 a.m. to 4:30 p.m.
- All offices close from 12:00 p.m. – 1:00 p.m. for lunch break.

Interested?

Applications are located at www.clermontmha.org – Contact Us – Employment Opportunities

Complete one and send your salary expectations by email to amorlatt@clermontmha.org

Or you can drop it off in person/in mail to: CMHA Attention: Alicia Morlatt 65 S Market Street, Batavia, Oh 45103

Advertisement will end by 5/10/2024