

The Methuen Housing Authority is seeking additions to our administrative team

**Administrative Clerk:**

The Methuen Housing Authority seeks a full-time administrative clerk who is ambitious, organized, has excellent oral and written communication skills, is team-oriented, flexible, and can work well with a diverse socioeconomic population. Responsibilities include but are not limited to performing general clerical duties including copying & filing, applicant qualification utilizing the State of Massachusetts Waiting list (CHAMP) system, opening & closing maintenance work orders, basic accounts payable related tasks, front desk coverage, and special projects. Candidate must have the ability to multi-task, work in a fast-paced environment, and manage several projects simultaneously. Other duties as assigned. Bilingual preferred.

Salary: \$43,000.00 - \$45,000.00 per year with full benefits package including health, dental, vision, vacation, sick and personal leave, and retirement benefits.

**Receptionist:**

The Methuen Housing Authority seeks a full-time front-office receptionist who is willing to represent the image of the Methuen Housing Authority. Candidate must have the ability to work with a diverse socioeconomic population in a kind, patient, capacity. Responsibilities include answering telephone inquiries and providing information to applicants and tenants as necessary, operating basic office equipment, performing various data entry functions, receiving and inputting work order requests from residents, assisting with the applicant qualification process, and assisting with special projects. Candidate must have the ability to multi-task, work in a fast-paced environment, and manage several projects simultaneously. Bilingual preferred.

Salary: \$36,000 – \$38,850 per year with full benefits package including health, dental, vision, vacation, sick and personal leave, and retirement benefits.

Interested applicants should submit their letter of interest and cover letter to:

Anne-Marie Moglia  
Methuen Housing Authority  
24 Mystic Street  
Methuen, MA 01844  
[amoglia@methuenhousing.org](mailto:amoglia@methuenhousing.org)

Full time hours are: Monday – Thursday 8:00 am – 4:15 pm; Friday 8:00 am – 12:00 pm

Positions remain open until filled