

# CHATTANOOGA HOUSING AUTHORITY

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## **JOB OPENING**

POSITION TITLE: Receptionist

SALARY RANGE: \$28,700.00- \$40,100.00

The Chattanooga Housing Authority (CHA) seeks a qualified individual for the full-time position of Receptionist to be responsible for delivering outstanding customer service by linking Chattanooga Housing Authority (CHA) Central Office consumers to appropriate personnel for assistance.

### Essential duties:

- Provides outstanding customer service by responding to phone calls, emails, and written correspondence in a timely, efficient, and appropriate manner.
- Greets Housing Choice Voucher Program (HCVP) participants, landlords, and others and refers them to appropriate CHA staff members.
- Effectively communicates with CHA staff members and others regarding HCVP matters and issues that arise at the Central Office reception area.
- Provides coverage for and assistance to all HCVP staff.
- Assists in the planning and delivery of special events.

Minimum qualifications: A high school diploma/GED is required and graduation from an accredited college or university is preferred. One to three years' experience in customer service related work. Any equivalent combination of education, training, and experience, which, in the sole determination of the CHA, provides the required knowledge and abilities, may be considered sufficient.

Send a cover letter explaining your interest in this position and a resume or completed CHA application to: Chattanooga Housing Authority, P.O. Box 1486, Chattanooga, TN 37401, Attn: Human Resources or e-mail to [hr@chahousing.org](mailto:hr@chahousing.org). CHA applications and a comprehensive list of employee benefits can be located at <https://www.chahousing.org/jobs>.

Deadline for submission is Monday, January 23, 2023.

Equal Opportunity Employer