

CHATTANOOGA HOUSING AUTHORITY

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JOB OPENING

POSITION TITLE: Community Services Representative

SALARY RANGE: \$31,900-\$46,000

The Chattanooga Housing Authority (CHA) seeks a qualified individual for the full-time position of Community Services Representative to provide a broad range of administrative support functions contributing to the overall effectiveness of the Housing Operations Department.

The primary responsibilities include, but are not limited to: resident intake; collect and deposit rent and other monies; interact with residents to enforce lease and program requirements; conduct housekeeping inspections; and provide general administrative office support to site office, as needed, under direction of the Community Manager.

Qualifications: High school diploma/GED required. One to three years of experience in administrative support work, office management, or related field is preferred, or any equivalent combination of education, training, and experience which, in the sole determination of the CHA, provides the required knowledge and abilities.

Send a cover letter explaining your interest in this position, a resume, and a completed CHA application to: Chattanooga Housing Authority, 801 North Holtzclaw Avenue, Chattanooga, TN, 37404, Attn: Human Resources or e-mail to hr@chahousing.org.

Interested applicants are strongly encouraged to apply early as applications will be reviewed on a rolling basis. Applications will be accepted until the position is filled.

CHA applications and a comprehensive list of employee benefits can be located at <https://www.chahousing.org/jobs>.

Equal Opportunity Employer