

EXECUTIVE/PERSONNEL ASSISTANT APPLICATION INSTRUCTIONS

The Housing Authority of the City of Passaic seeks an employee with a positive attitude who takes pride in the work and shows dedication to the job. As the Executive/Personnel Assistant to the Executive Director, you will provide comprehensive white-glove support to ensure the executive remains on track. To be successful in the role, you should have demonstrably exceptional intellectual capability and resourcefulness, with excellent communication skills. You should also be professional, responsive and above all service driven. We are looking for someone with organizational flair, as well as a strong eye for detail and grammar excellence. Must read, write, and speak Spanish. Salary commensurate with experience.

All interested candidates must:

- 1) Complete the Employment Application (complete in its entirety, scan and email along with additional documentation).
- 2) Submit a letter of interest with salary expectations.
- 3) Submit a resume
- 4) Submit a writing sample

Applications must be submitted via email at phahr@passaichousing.org no later than **November 12, 2018**.

Applications will be vetted for completeness and the finalists will be personally interviewed.

Please note that an applicant's failure to submit all required information will be grounds for disqualification.