



"Providing Decent, Safe and Affordable Housing"

Executive Assistant

If you are an experienced Executive Assistant with a caring and positive attitude in a business environment, here is a wonderful opportunity to consider.

The Lebanon Housing Authority seeks an organized, professional multi-tasker to assist the Executive Director to accomplish the administrative functions of the Agency and coordinate the overall daily operations. General business and office skills are necessary. Experience in leasing and affordable housing is preferred. If you like having responsibilities, taking the initiative to manage projects, and communicating effectively, you will enjoy this role.

You will also experience the satisfaction of making the lives of residents better. To view a full job description, go to www.lhatn.org. Then click on "Careers." Qualified applicants should send their resumes to director@lhatn.org.

Benefits include retirement, paid vacation, and paid sick days. The Lebanon Housing Authority is an Equal Opportunity Employer.

