

SENIOR ADMINISTRATIVE ASSISTANT

The Superior Housing Authority is currently accepting applications for the position of Senior Administrative Assistant. This rare opportunity comes as the result of a retirement.

This is a part-time position (28-hours per week) with an excellent benefit package including vacation, sick, personal leave and 10 paid holidays, Health, Life, State pension with SHA matching contribution. Salary range \$17.00 - \$18.00 per hour based on qualifications and experience.

If you would like to be part of our mission to be the area's premier affordable housing agency of choice, please submit cover letter, resume and application (available on www.superiorhousing.org) to, Pam Benson, Executive Director, Superior Housing Authority, P.O. Box 458, 1219 North Eighth Street, Superior, WI or send to PamBenson@superiorhousing.org. Job description and application are available at www.superiorhousing.org. Deadline is 12:00 p.m., Monday, November 23, 2020. Come join a team of committed, compassionate, and performance driven group of individuals that strive to make a difference in the community. The Superior Housing Authority is an equal opportunity employer. Women and minorities are encouraged to apply.