

Now Hiring: Office Assistant-File Clerk



Absentee Shawnee Housing Authority is seeking a **self-motivated, dependable, and courteous** individual to join our team as an **Office Assistant-File Clerk**.

As the first point of contact for our organization, this position requires an individual who can present a professional, friendly, and positive image of the Housing Authority to residents, clients, business partners, government representatives, and the general public.

Primary Responsibilities

- Greet visitors in a courteous and professional manner.
- Answer and direct incoming telephone calls.
- Assist visitors with general inquiries and direct them to the appropriate staff member.
- Perform general clerical duties, including filing, data entry, and document organization.
- Provide excellent customer service while maintaining confidentiality and professionalism.
- Assist with other administrative duties as assigned.

Qualifications

The ideal candidate will possess:

- Excellent customer service and communication skills.
- Strong organizational and clerical abilities.
- A professional appearance and positive attitude.
- Dependability, punctuality, and a strong attendance record.
- The ability to work effectively with the public and as part of a team.

How to Apply

Applications are available at:

Absentee Shawnee Housing Authority

107 N. Kimberly
Shawnee, OK 74801

Applicants may also complete an online application by visiting **ashousingauthority.com**.

We encourage qualified individuals who are committed to providing outstanding customer service and supporting our mission of serving the community to apply.

Deadline to apply: Friday, July 10, 2026.