

The Pickaway Metropolitan Housing Authority is seeking a qualified candidate for the part-time position of Receptionist. This position serves a variety of tasks regarding assistance to the general public, the clientele and landlords who do business with our agency. The position requires the ability to multi-task, including the ability to answer a multi-line telephone system, handle and respond to inquiries and assist with file completion as well as regular clerical duties. Knowledge and experience with basic computer skills in general, as well as proficiency in Word and Excel are required. Hours for the position are Monday – Friday from 12:30 p.m. to 4:30 p.m. Interested candidates should send a resume by email to Executive Director Kim Hartinger at khartinger@pickawaymha.com, or by mail to Kim Hartinger, Pickaway MHA, 176 Rustic Drive; Circleville, Ohio 43113. All resumes should include three or more references. Deadline for submission of resumes is Friday, June 7, 2019 at 4:30 p.m. No telephone inquiries please.