



## **EXECUTIVE ASSISTANT**

The Edinburg Housing Authority (EHA) is seeking a responsible and professional individual for the position of Executive Assistant who is highly organized and detail oriented to provide comprehensive administrative support to the Executive Director. The Executive Assistant will perform a variety of sensitive, confidential, and complex administrative functions, serve as a liaison to the Board of Commissioners, demonstrate excellent customer service and will make recommendations for solving administrative problems, and perform specialized administrative projects

This position requires an associates degree in Business Administration or related field, bachelor's degree preferred, from an accredited college or university; or a minimum of at least five (5) years of progressive experience in executive-level office support. An equivalent of education and experience may be considered.

Other eligibility requirements will apply. Interested candidates can obtain a complete employment packet with

- EHA Job Application.
- Job Description and Duties and Responsibilities.
- EHA Programs Information.
- Deadline: Until position is filled.

By emailing Ms. Andrea Iglesias, Administrative Secretary, at [aiglesias@edinburgha.org](mailto:aiglesias@edinburgha.org), or pick up in person at Edinburg Housing Authority 910 S. Sugar Road Edinburg, TX 78539, (956) 383-3839 ext. 120.

*Equal Employment Opportunity Agency.*