



Kiowa Tribe Housing Authority

1701 E Central Blvd, Anadarko, Oklahoma 73005

Phone: 405-339-8100 | Website: KiowaHousing.com

The Kiowa Tribe Housing Authority is currently accepting applications for a

Housing Management Assistant

Supervisor: Housing Manager

Position Definition:

To provide assistance in all areas of housing management including planning, organizing, directing, and executing the daily operations of the housing program administration, operations, and functions. Shall perform general and specialized clerical duties and responsibilities including, but not limited to: establishing/maintaining new tenant files, coordinating and assisting prospective new tenants, providing information on housing policies both new and existing, processing accounts payable, may be required to attend some meetings of the Housing Board of Commissioners, and generally coordinates with the Housing Manager and staff on matters that may come from tenants on a daily basis.

Education:

Associate's Degree in Secretarial Science or related field, or minimum of two years of experience as Clerical Assistant.

Other Requirements:

- Must have a valid Oklahoma's Driver's License, clean driving record, and be insurable.
- Must have reliable transportation.
- Be able to pass a background investigation.

Applications are available at the KTHA office, 1701 East Central, Anadarko or online at www.kiowahousing.com. EOE and Indian Preference applies.

Closing Date:

January 20, 2023 by 4:30 p.m.

For questions please call 405-339-8100.