



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

WORK ORDER CLERK – SCATTERED SITES

JOB TITLE: Work Order Clerk
EXEMPT: hourly / non-exempt
SALARY RANGE: **Minimum:** \$13.14/hourly **Maximum:**
EMPLOYEE REPORTS TO: Site Housing Manager
PREPARED BY: HR **DATE:** 11/17/2017
APPROVED BY: HR **DATE:** 11/17/2017
EXPIRATION DATE: 12/5/2017

General Statement of Duties

Reporting to the Site Housing Manager, receive and process service work orders from tenants and staff. Perform related administrative/clerical duties.

Key Duties/Essential Job Functions

1. Take telephone request for apartment, site repairs and general maintenance work.
2. Enter work order data on computer terminal in accordance with established procedures.
3. Operate computer printer and assist in resolving computer equipment problems at site offices with guidance from the Site Certified Occupancy Specialist.
4. Maintain all records and files related to work order system.
5. Dispatch personnel for emergency repairs.
6. Produce daily, weekly and monthly electronic reports based upon established schedule.
7. Answer resident's questions pertaining to problems and/or charges.
8. Perform other duties as required.

Qualifications/Education

High School Diploma or equivalent with a minimum of one year clerical experience. Completion of relevant Business School courses may be substituted for six months of required experience. Good interviewing skills, involving tact, courtesy and discretion when dealing with applicants/participants/clients/residents/management/board members. Excellent communication skills both verbal and written. Must have the ability to listen and communicate with a diverse group of individuals. Must have a cooperative and patient service-oriented attitude. Ability to work independently with minimal supervision. Minimum typing skills of 45 words per minute. Must possess a valid CT driver's license.



Working Conditions/Physical Requirements

Typical office environment and able to attend meetings, trainings and travel to BHA sites unaccompanied.

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TO APPLY:

INTERNAL

https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=pc150&jobId=106388&lang=en_US&source=CC2

EXTERNAL:

https://workforcenow.adp.com/jobs/apply/posting.html?client=pcc150&jobId=106388&lang=en_US&source=CC3

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