



## Administrative Assistant

The Affordable Housing Department is looking for an Administrative Assistant. Will provide support to staff in maintaining appropriate records on properties owned and managed by ADVOCAP, and on tenants, home owners and rehabilitation projects.

Applicants should have strong skills in communications, office organization, multi- tasking, and computer literacy. Real estate property management and/or mortgage knowledge preferred. Some outside training may be necessary.

This position is 28 hours per week (negotiable schedule). Minimum pay of 14.29/hr with vacation, holiday, sick pay and 401k option. Resumes with cover letters received by 1/24/18 will be given preference. Please specify position applying for. Submit to: ADVOCAP Inc., Human Resources, PO Box 1108, Fond du Lac, WI 54936, Fax 920-922-7214, Email [hr@advocap.org](mailto:hr@advocap.org)

AA/EOE