

Administrative Office Assistant/Receptionist: Lincoln Housing Authority is seeking a full-time reliable and detail oriented individual to support our office property management team. Key responsibilities include greeting and assisting residents, answering phone calls, handling incoming mail, maintaining accurate records. Will also work closely with maintenance staff in scheduling and processing work orders and on special projects. This position requires strong communication skills and computer proficiency. Bilingual English/Spanish preferred. Submit resume to Executive Director, 10 Franklin Street, Lincoln, RI 02865 or via email to catherine@lincolnhousing.org
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