

Administrative Office Clerk/Receptionist (Part-Time): The Lincoln Housing Authority is seeking a part-time, reliable, and detail-oriented individual to support our property management team. Key responsibilities include greeting clients, answering phone calls, handling incoming mail, maintaining accurate records and providing support to office staff as needed. This position requires strong communication skills and basic computer proficiency (Microsoft Word, Excel, and email). Prior office experience is preferred. Hours are Monday – Friday: 8:30am-12:00am. Please send your resume to Executive Director, Lincoln Housing Authority, 10 Franklin Street, Lincoln RI 02865 or via email to catherine@lincolnhousing.org. Position open until filled. EOE