

# Housing Authority, City of Bartlett

200 Cryer Dr.

Bartlett, TX

(254)527-4295 [Director@BartlettTexasHousing.org](mailto:Director@BartlettTexasHousing.org)

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**Location:** Bartlett, TX

**Employment Type:** Full-Time/Part-Time

**Start Date:** ASAP

The Housing Authority, City of Bartlett is seeking a reliable and detail-oriented **Administrative Assistant** to support daily office operations. The ideal candidate is organized, professional, and able to work well with the public and staff.

## Key Responsibilities

- Answer and route incoming phone calls professionally
- Prepare, edit, and organize documents using **Microsoft Office (Word, Excel, Outlook, etc.)**
- Maintain, update, and organize physical and digital filing systems
- Assist with office correspondence, scheduling, and data entry
- Provide general administrative support to leadership and staff
- Additional duties as assigned to support smooth office operations

## Preferred Qualifications

- Experience with **PHA-Web** or other housing authority management software is a **strong plus**
- Strong written and verbal communication skills
- Ability to manage multiple tasks with attention to detail
- Professional demeanor and customer-service mindset
- High school diploma or equivalent (additional education a bonus)

## Benefits

Compensation and benefits package will be based on experience and qualifications.

## How to Apply

Submit your resume and a brief cover letter to:

**[Director@BartlettTexasHousing.org](mailto:Director@BartlettTexasHousing.org)**