

The Housing Authority of the City of Daytona Beach
211 N. Ridgewood Avenue, Suite 300
Daytona Beach, FL 32114

Employment Opportunity
Management Aide

The Daytona Beach Housing Authority is currently accepting applications for the position of Management Aide in its Public Housing 8 Department.

This position is responsible for a variety of office tasks such as general information, agency services, maintaining office files, and answering telephones. The candidate must have a great personality and able to work with a large volume of clients on a daily basis. The winning candidate must possess a high degree of office and organizational skills.

Minimum qualifications: High School Diploma or GED, typing proficiency, handling money, and proficient if MS Windows and MS Office.

The application for employment can be downloaded from our website at www.dbhafl.org and accepted by mail only at the above address to the attention of the accounting department. Only qualified applicants will be considered and should apply. Applications will be accepted until Friday, March 26, 2010. Equal opportunity employer and excellent benefits. No phone calls please.