



NOW HIRING!

Administrative Assistant II

COMMUNITY DEVELOPMENT AUTHORITY

Join the City of Wausau's Community Development Authority and help support programs that provide safe, affordable housing and strengthen our community.



WHAT YOU'LL DO

- ✓ Serve as the first point of contact for tenants, applicants, and the public
- ✓ Assist with housing applications, unit tours, appointments, and tenant activities
- ✓ Prepare correspondence, reports, newsletters, and meeting materials
- ✓ Accept and process rent payments and maintain accurate tenant records
- ✓ Coordinate meetings, schedules, and events for staff
- ✓ Research rent reasonableness for the Housing Choice Voucher program
- ✓ Prepare maintenance work orders and manage program records
- ✓ Support grants, projects, and special department initiatives

Your work helps build a better Wausau.



STARTING HOURLY RATE
\$22.78 OR HIGHER DOQ



FULL-TIME
Monday – Friday
7:00 AM – 3:30 PM



MAKE AN IMPACT
Provide excellent customer service and administrative support for housing programs that matter.



GREAT BENEFITS
The City of Wausau offers competitive pay and a comprehensive benefits package.



Apply Today!

Visit our website to view the full job posting and apply online.
www.governmentjobs.com/careers/wausauwi/

