

Receptionist/ Assistant Lease Coordinator

Organization: Northborough Housing Authority

Date Posted: 3/31/2026

City: Northborough

Location: Massachusetts

Country: United States

Primary Category: Staff

Type of Position: Part-Time

Description & Details

Position Summary: The Receptionist / Assistant Lease Coordinator is responsible for assisting with rent determinations, interims, and all matters concerning the calculation of tenants for both State-Aided Public Housing. Assisting in general rent and leasing duties, including reviewing applicants and the waiting list, answering phone calls, Accounts Payable, Accounts Receivable, Purchasing, Resident concerns, and other duties as needed.

Part-time: 18 hours

Hours are as follows: Hourly 8:00 to 2:00 on Monday, Wednesday, and Friday

ESSENTIALFUNCTIONS

1. Rent Calculations, including initial and interim, reconcile & calculate past due rent amounts
2. Experience with CHAMP and PHA Network preferred
3. Prepare recertification packages and follow up where necessary
4. Assist with general leasing duties
5. Assist with the tenant selection process and the waiting list

6. Conduct re-certifications and initial certifications of leased housing clients
7. Audit files to ensure overall regulatory compliance
8. Any other tasks and responsibilities as directed by the Executive Director or Public Housing Coordinator

ESSENTIAL SKILLS&ABILITIES

1. Knowledge of Massachusetts Public Housing, such as the 667 & 705 Housing programs
2. General Knowledge of Public Housing software systems
3. Experience with the Massachusetts HAFIS computer system preferred
4. High school diploma, some college preferred
5. Valid Massachusetts Driver's License
6. Competence in personal computer skills, including Microsoft Office and Excel
7. Successfully pass a CORI and employment background check

PHYSICAL REQUIREMENTS

Must be able to walk and/or drive to rental units both up and downstairs and lift and/or move up to 20pounds. The work involves physical skills typical of an office environment, including sitting, standing, walking, and stooping. Visual demands necessitate the routine reading of documents for general understanding and analytical purposes, as well as frequent computer use. The position requires the ability to communicate effectively with tenants, applicants, and staff.

SALARY

Salary Commensurate with experience

How to Apply / Contact

How to Apply / Contact: Please provide a resume and cover letter via email to

Ron@Northboroughhousing.com