

Administrative Assistant – Front Desk

Gallup Housing Authority (GHA)

Gallup Housing Authority is seeking a reliable and customer-oriented **Administrative Assistant – Front Desk** to provide reception and administrative support to Executive Management and the Accounting Department. This position reports to the Deputy Director and serves as a primary point of contact for applicants, residents, staff, and the public.

Applicants must have strong computer skills, including proficiency in Microsoft Word, Outlook, and Excel; knowledge of standard office procedures; and the ability to communicate professionally with a diverse public. Candidates must be fluent in English, maintain a positive and friendly demeanor, be dependable and punctual, and possess a valid driver's license.

This is a full-time, non-exempt position offering a competitive salary and benefits package, including health insurance, paid leave, holidays, and participation in the New Mexico Public Employees Retirement Association (PERA).

Applications are available at the Gallup Housing Authority located at 203 Debra Drive in Gallup, NM 87301, or by request at telisia.buggie@galluphousing.com.

DEADLINE TO APPLY: Position Open Until Filled

Gallup Housing Authority is an Equal Opportunity Employer.