



Position Available at the  
New River Center for Energy  
Research and Training (NRCERT)  
In Christiansburg, VA

**Administrative Assistant**

Community Housing Partners has an immediate opening for an experienced Administrative Assistant to join our NRCERT team in Christiansburg. The Administrative Assistant position requires a willingness to perform facility management duties as well as critical thinking tasks which support operations and training. Routine duties include clerical support such as maintaining student and employee records, typing, copying, processing incoming and outgoing mail, maintaining office files, providing reports for the management team, and performing related tasks to ensure the smooth and effective management of all operations at NRCERT. Critical thinking tasks will include management of corporate credit cards, invoicing, as well as light accounting, bookkeeping, and asset management functions.

The ideal candidate for this position must be detail oriented and have excellent organizational skills, as well as excellent computer and communication skills. They must be able to work in a fast-paced environment, prioritize work, perform basic accounting/ bookkeeping functions, and perform numerous tasks simultaneously, and must demonstrate a high degree of initiative. Additional requirements include previous experience providing support across multiple departments; proficiency in Microsoft Office applications and an ability to communicate effectively both orally and in writing with a variety of stakeholders. Bachelor's degree preferred.

This is a fulltime position with competitive salary and generous benefit package.

Please complete the application available here on the Careers page of our website, and email your application, cover letter, and resume to [mmundy@chpc2.org](mailto:mmundy@chpc2.org) by February 7th, 2012.

Application must accompany resume in order to be considered.

Funding for this project is provided through a U.S. Department of Energy grant via the American Recovery and Reinvestment Act (ARRA).

Community Housing Partners is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of creating affordable, sustainable housing opportunities in the communities we serve.