

UNION SETTLEMENT

Job Description

Position: Receptionist
Department: Administration
Reports to: Director of Communications
Hours: Part-Time
FLSA: Non-Exempt

Responsibilities:

- Greet all visitors, and appropriately screen and log in their arrivals and departures.
- Direct visitors to appropriate department.
- Answer main agency telephone line.
- Take messages when necessary for staff.
- Receive, log and arrange response to telephone complaints.
- Receive and log in all incoming packages and mail.
- Assist individuals with questions regarding Union Settlement programs and provide information on Union Settlement programs.
- Additional duties as assigned by Director of Communications.

Qualifications:

- High School Diploma or GED.
- Excellent interpersonal skills
- Bilingual (English/Spanish) a plus.
- Ability to work independently.

Please send Cover Letter, Resume, References, and Salary Requirements to:

Jobs@unionsettlement.org

Please indicate Part-Time Receptionist in subject of e-mail.

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