



DATE: February 4, 2021
POSITION: Temp/Part-Time- Receptionist
LOCATION: Center for Transformative Change
HOURS: 2 -3 days (varies) (Mon - Fri) (9am - 5pm)

OBJECTIVE: Provide general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate staff, mail distribution, flow of correspondence, as well as additional clerical duties.

RESPONSIBILITIES:

- Answer telephone and direct the caller to appropriate staff. Will transfer a caller to an employee's voice mailbox when the employee is unavailable.
- Greet and direct visitors & guests accordingly.
- Will take and retrieve messages for various personnel.
- Provide callers with information such as agency address, directions to the agency and other agency locations, agency fax numbers, agency website, and other related information.
- Receive, sort and forward incoming fax/mail/deliveries.
- May also assist with other related clerical duties such as photocopying, faxing, mailing and scheduling appointments.
- Perform other assignments and/or duties as assigned.

REPORTS TO: CTC Director of Guest Services and Admin Manager

SKILLS REQUIRED:

TEAM WORK

- 1) Strong organizational skills
- 2) Excellent verbal and written communication skills
- 3) Ability to work independently on assigned tasks as well as to accept direction on given assignments
- 4) Ability to work collectively with the administrative team staff
- 5) Dedication to job
- 6) Loyalty to organization
- 7) Strong Interpersonal skills
- 8) Bilingual in Spanish and English

EDUCATION REQUIREMENT: Possession of a high school diploma or equivalent (GED). 6 months to 1 year of relevant experience and/or training, or equivalent combination of education and experience.

**If interested, please submit resume and describe your interest in the position to
HR: drodurigues@the-inn.org or mail to:
Human Resources, The INN, 211 Fulton Ave. Hempstead, NY 11550/Fax 516-486-
8105 EOE m/f/d/v**