

**Position Title:** Receptionist

**Department:** Operations

**Position Overview:** The Receptionist serves as the gatekeeper to all of the programs of the Port Chester Carver Center.

**Agency Wide Duties and Responsibilities:**

- Support the mission, program philosophy and values of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace
- Comply with all policies and procedures as defined by the Employee Handbook

**Position Specific Duties/Responsibilities:**

- Greet visitors to Carver, answer questions and direct them to the appropriate staff, program or service
- Answer phones, fax, transfer calls and take messages
- Log record keeping
- Maintain receipt books
- Enter client information into computer program
- Receive and respond email in a timely manner
- Distribute mail
- Translate documents and flyers when requested
- Maintain the lobby well-organized at all times and presentable for special events

**Reporting Relationships:** Office Manager

**Position Qualifications:**

- **Must be bilingual in English/Spanish**
- Great customer service skills
- High school graduate or preferably college experience.
- Experience working in an office environment
- Engaging personality and professional appearance
- Team player
- Positive attitude

- Punctual and reliable
- Strong organizational skills
- Experienced using Microsoft Office, Internet Explorer and Mozilla Firefox

**Training Requirements to Maintain Position:**

- Attend required staff orientation and possible evening/Saturday(s) trainings.

**Physical and Sensory Requirements:**

- Must be able to *sit, stand, walk, bend, carry, push and use both hands when performing assigned duties. Must be able to lift at least 25 pound boxes*

*The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.*

Those interested should email resumes to [aespinoza@carvercenter.org](mailto:aespinoza@carvercenter.org) with 'Receptionist' in the subject line.