

## JOIN OUR TEAM OF ROCKSTARS AT THE CARVER CENTER

**BUSINESS TEAM Opportunity:** Part Time Receptionist (12-5 PM Mon-Fri., \$12.50/hr.)

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

### **Position Specific Duties/Responsibilities:**

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

### **Position Qualifications:**

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

### **Training Requirements to Maintain Position:**

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