

**Bilingual (English/Spanish) Receptionist available Monday 8:00am-12pm & Saturday 11:30am-3:30pm
(Occasional Saturday full day coverage & day or night shift during the week as needed)**

Position Overview: The Receptionist serves as the gatekeeper to the programs of the Port Chester Carver Center. Carver Center has been serving the community since 1943. Since the pandemic began, Carver has served the equivalent of 300,000 meals to the community. Join us in our mission to “Build Brighter Futures.”

Receptionist Position Specific Duties/Responsibilities:

- Answer phones, transfer calls, take messages and listen to voicemails.
- Log record keeping/enter client information into computer programs (Word, Excel, and Gym Assistant)
- Maintain receipt books.
- Process payments via credit, cash and/or check
- Manage and promptly address incoming emails.
- Translate documents, flyers, applications etc.
- Greet visitors to Carver, answer questions ask to sign in and direct them to the appropriate staff member, program, or service.
- Assist staff, renters and visitors with misc. tasks or requests.
- Maintain lobby in a well-organized fashion at all times.
- Fax, scan and make copies.
- Coordinate the distribution of packages, donations and mail received at the front desk to the appropriate department.
- Provide support during events including registration and participant assistance.
- Follow Dress Code Policy according to the Employee Handbook

Receptionist Position Qualifications:

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

Receptionist Training Requirements to Maintain Position:

- Participate in the required staff orientation.

Rate: \$16/hour

Interested parties please email a resume and cover letter to Angie Diaz, Welcome Center Manager, adiaz@carvercenter.org, (914)305-6036.

