

**Bilingual (English/Spanish) Receptionist available Monday-Friday 12pm-5pm (Provide occasional full-day coverage on Saturdays, assist on Sundays for special events, and work morning or night shifts during the week as needed)**

**Position Overview:** The Receptionist, also known as our Welcome Center Representative, 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 “Nourish, Educate, and Empower our Community”

**Receptionist Position Specific Duties/Responsibilities:**

- Answer phone calls, transfer calls as needed, take messages, and check voicemails.
- Maintain accurate records by entering client information into computer programs such as Word, Excel, Gym Assistant, and Apricot.
- Keep receipt books organized and up to date.
- Process payments via credit, check or online
- Manage and respond to incoming emails in a timely manner.
- Translate documents, flyers, applications
- Welcome visitors to Carver, answer any questions they may have, request that they sign in, provide them with a visitor's pass, and direct them to the appropriate staff member, program, or service.
- Assist staff, renters, and visitors with various tasks and requests.
- Ensure the lobby and front desk are always kept organized and tidy.
- Fax, scan, and photocopy documents.
- Coordinate the distribution of packages, donations and mail received at the front desk to the appropriate department.
- Offer support during events, including registration and assistance for participants
- Adhere to the Dress Code Policy outlined in the Employee Handbook.

**Receptionist Position Qualifications:**

- **Must be bilingual in English/Spanish**
- Ability to multitask effectively.
- High school graduate or preferably college experience
- Multitasking
- Strong computer skills
- Previous experience in an office environment
- Engaging personality and professional appearance
- Team player
- Positive attitude
- Punctual and dependable
- Strong organizational skills
- Excellent customer service abilities

**Receptionist Training Requirements to Maintain Position:**

- Participate in the required staff orientation.

**Rate: \$16.50/hour**

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