

City of New York
BUSINESS INTEGRITY COMMISSION
Job Vacancy Notice

Civil Service Title: Community Associate	Level: 00
Title Code No: 56057	Salary: \$32,000 - \$36,000
Office Title: Receptionist	Work location: New York, NY
Division/Work Unit: Licensing Unit	Number of Positions: 1

Job Description

The City of New York City Business Integrity Commission (BIC) regulates the trade waste industry and public wholesale markets in New York City. BIC is seeking a full-time Receptionist, Monday-Friday 9am–5pm.

Under direct supervision of the Director of Licensing and the Deputy Director of Licensing, the receptionist responsibilities include: greeting applicants and the public, answering agency phones, handling inquiries related to license and registration applications and the process of, assess and direct other calls and inquiries to appropriate staff, scheduling appointments, utilizing electronic visitor and mail logs, distributing mail and faxes, performing data entry and mail merges, filing of electronic and paper records, supporting Licensing unit staff as needed, and assisting in special agency projects. The receptionist must also monitor the agency reception area and guests to ensure non-authorized personnel remain in the designated area.

The ideal candidate should be hard-working, have a professional demeanor, experience in customer service with a diverse community, and an ability to multitask in a high-volume fast-paced environment.

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience is equivalent to “1” above.
3. NYC residency required within 3 months of appointment.

Preferred Skills and Requirements

1. A baccalaureate degree or an associate degree
2. Customer Service or Receptionist experience a plus
3. Fluency in a language in addition to English a plus

Essential Skills

- Excellent customer service skills
- Outstanding attendance record
- Excellent interpersonal communication skills
- Excellent oral, written, and organizational skills
- Strong work ethic, Self-motivated, Detail oriented, Ability to multitask
- Computer proficient

To apply, please submit your cover letter and resume with the **JVN NUMBER** in the subject line to:

hresources@bic.nyc.gov

and

City employees: <https://a127-ess.nyc.gov/psp/prdess/?cmd=login>

Non-City candidates: <https://a127-jobs.nyc.gov/>

Appointments are subject to the approval of the Office of Management and Budget (OMB)

Post Date: 10/26/15

Post Until: Filled

JVN: 831-15-115

The City of New York and the Business Integrity Commission is an Equal Opportunity Employer.