



Founded 1973

Old bricks  
Faith in people  
Preserving community

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## Clinton Housing Development Company

### RECEPTIONIST

#### NATURE OF WORK

The Receptionist is responsible for maintaining the reception area of the office, including answering all incoming calls and handling visitors and guests. The Receptionist is also responsible for maintaining office equipment and office supplies.

#### RESPONSIBILITIES

- Answer all incoming calls and route calls as necessary.
- Provide organizational and other basic information as requested.
- Greet visitors and direct to proper staff.
- Assemble organization's presentation folders for new staff, visitors and clients.
- Process and distribute incoming and outgoing mail and faxes.
- Process, copy, type and file job requests as required.
- Scan and batch invoices and tenant status change forms
- Maintain office equipment (postage machine, copier, printers), including repairs and supplies.
- Assist with projects as required

#### MINIMUM QUALIFICATIONS

##### Education and Experience

Associates Degree; preferred  
Three years experience with reception work and/or clerical work.  
Proficient in Microsoft Office

#### REPORTS TO

Operations Managers

#### MANAGES

None

#### SALARY

\$27-31K annual