

## **Part-time Receptionist**

Reporting to the Director of Business Operations, the Receptionist is responsible for coordinating the overall front office activities, which include but are not limited to answering and routing phone calls, providing membership and program information; maintaining security and telecommunications system and performing general administrative duties.

### **Responsibilities**

- Provides professional reception service to callers
- Answer and route incoming phone calls
- Provides information about Food Pantry and schedules appointments
- Receives and sorts mail and deliveries
- Maintain reception area and all common areas in a clean and tidy manner at all times
- Operate standard office equipment including fax machine, copy machine, computer
- Maintains security by following procedures; monitoring logbook; closing the building
- Scraps newspapers/articles relating to YWCA of Queens
- Assist other departments as needed

### **Qualifications:**

- High School diploma or equivalent.
- Bilingual English/Korean Required.
- Proficiency with Microsoft Outlook and Word
- Previous experience in customer service and/or front desk preferred.
- Strong work ethic; team and service oriented; builds strong working relationships.
- Strong organizational skills.
- Excellent written and verbal communication skills.
- Part-time, 20-25 hours per week, Monday-Friday 1:00pm-5:00pm
- Pay: \$15.00-\$18 per hour

**Please send resume and cover letter to Liceth at [ltgarcia@ywcaqueens.org](mailto:ltgarcia@ywcaqueens.org)**