

JOB POSTING
EXECUTIVE RECEPTIONIST

Under the supervision of the Executive Director, the Executive Receptionist is responsible for receiving all telephone calls and visitors and directing them to the appropriate departments, and providing clerical and administrative functions in the Executive Office as required.

The Executive Receptionist will be responsible for:

- Answering, screening and routing incoming calls.
- Supplying information to callers and responding appropriately to messages.
- Responding to applicant or other interested parties regarding program information, waiting list information, and other similar inquiries.
- Performing clerical duties such as typing, proofreading and sorting mail.
- Making copies of materials as directed, and preparing packages and mailings.
- Receiving visitors, obtaining names, and nature of business.
- Maintaining confidentiality.
- Coordinating deliveries to and from Executive Offices and other departments as needed.
- Assisting with mailing, labels, copying and other administrative tasks as requested.
- Providing back up clerical and administrative functions in the Executive Office as requested.
- Performing other duties as assigned.

Minimum qualifications:

High School graduate or GED; One year of general clerical experience

Good communication and interpersonal skills. The ability to communicate clearly and concisely, orally and in writing; computer skills and working knowledge of MS Word and Excel required

Must possess a valid Indiana driver's license and personal vehicle insurance

Must be a resident of, or willing to relocate to Marion County. Bilingual skills a plus.

For consideration please contact or send resume to:

Indianapolis Housing Agency
Human Resources Department
1919 N. Meridian Street
Indianapolis, IN 46202
Email: jobs@indyhousing.org
Job Line: 317-261-7232
Fax: (317) 261-7176
EOE