Receptionist

**Summary:** As a Receptionist, serve as the first point of contact for cdcb. Duties include offering administrative support across the organization. Welcome guests and greet people who visit the business and coordinate all front-desk activities.

**Essential Duties and Responsibilities:**

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring to inquiries by providing public with general information regarding agency services/programs, and respond to general public requests.

- Maintains department schedule calendars for Lending and Housing Counseling staff.

- Organizes work by routing correspondence; collecting information; initiating telecommunications.

- Collects payments and mails to lockbox.

- Maintains customer records by updating account information.

- Completes special assignments as needed by assigned department.

- Organizes mail and labels by stuffing and labeling envelopes; sorting collating, and stapling material for internal and external distribution.

- Other duties as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Experience:** High School Diploma or general education degree (GED) or higher; and at least one-year related experience and/or training; or equivalent combination of education and experience.

Experience in a fast-paced office setting with excellent customer service and the ability to speak Spanish is required.

**cdcb IS AN EQUAL OPPORTUNITY EMPLOYER**

Interested candidates should email resume to Kristine Saldaña at ksaldana@cdcb.org