

Receptionist

Summary: As a Receptionist, serve as the first point of contact for cdc. 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.

cdc IS AN EQUAL OPPORTUNITY EMPLOYER

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