



The Guidance Center of Westchester
256 Washington Street
Mount Vernon, NY 10553
TheGuidanceCenter.org

PLEASE POST POSITION AVAILABLE

POSITION: Receptionist

PROGRAM: Administration

HOURS: 8am-5pm, Monday-Friday

SKILLS/ABILITY:

- Prior work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills
- Customer service attitude
- High school diploma

JOB DESCRIPTION:

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Maintain a tidy and presentable reception area
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security, in conjunction with security guard, by following safety procedures and controlling access via the reception desk (issue visitor badges, notifying appropriate staff).
- Sell snacks and be responsible for requesting and keeping inventory of snack supplies
- Update shared calendar and schedule meetings

SALARY: \$16/hour

SEND RESUMES TO: Npayne@theguidancecenter.org

HIRING SUPERVISOR: Name: Nadette Payne

Email: Npayne@theguidancecenter.org