

HISPANIC HOUSING DEVELOPMENT CORPORATION - Receptionist

The Receptionist is responsible for handling phone calls/transfers, mail processing, filing, and supply upkeep and office equipment maintenance for the corporate office. This individual is expected to maintain a professional and friendly demeanor at all times, and prioritize and complete work in an efficient, timely manner.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- ◆ Answers and screens all incoming calls.
- ◆ Greets and announces all visitors.
- ◆ Prepares and sends out all outgoing mail and packages including FedEx/UPS/Messenger.
- ◆ Cleans and maintains copy room area on a weekly basis.
- ◆ Fills copy machine with paper on as needed basis.
- ◆ Fills copy room table with supplies on a weekly basis.
- ◆ Updates postage in postage meter.
- ◆ Sorts and distributes incoming mail (including fax mail).
- ◆ Updates computer rolodex system.
- ◆ Provides support to Administrative Assistant as requested.
- ◆ Types correspondence and spreadsheets as requested.
- ◆ Maintains corporate brochure information.
- ◆ Files.
- ◆ Provides clerical support to staff on special projects as requested.
- ◆ Other duties as assigned.

MINIMUM QUALIFICATIONS

- ◆ Types 60 WPM minimum
- ◆ Working knowledge of computers and software, such as MS Office Suite.
- ◆ Pleasant, well-organized, and professional attitude is a must.
- ◆ Three years receptionist/secretarial experience needed.
- ◆ Bilingual (Spanish).

EOE

Important: Please indicate the position you are applying for in the subject of the fax or email. Include your salary requirements and email to recruiting@hhdevcorp.com or fax resumes to (312)278-0012, Attn: HR.

Principals only -- No Recruiters