



Founded 1973

Old bricks

Faith in people

Preserving community

Clinton Housing Development Company

FRONT DESK-ON CALL

NATURE OF WORK

The On-Call Front Desk Clerk is responsible for monitoring the security of the building, basic data entry, answering all incoming phone calls, attending to the walk-in public, and notifying the building manager of any emergencies.

RESPONSIBILITIES

- Answers and monitors incoming telephone calls.
- Greets and provides information and services to the walk-in public.
- Receives complaints from all CHDC managed or owned buildings.
- Transcribes recordings of letters and meeting minutes.
- Enters data into computer system.
- Basic typing, filing and copying as necessary.
- Additional task as assigned by Supervisor

MINIMUM QUALIFICATIONS

Education and Experience

One year of prior similar experience.

Knowledge, Abilities, and Skills

Ability to learn while on the job; good writing skills; ability to work independently and well under stress; interpersonal skills, good computer and word processing skills.

REPORTS TO

Building Manager

MANAGES

None

SALARY

\$15.00 per hour

403 West 40th Street New York, New York 10018

Phone: 212. 967. 1644 Fax: 212. 967. 1649