

# **JOB OPPORTUNITY**

## **RECEPTIONIST - LEASING**

**This posting serves as notification that Butler Metro Housing Authority has an opportunity in its Leasing Department for a Receptionist.**

### **JOB SUMMARY:**

Responsible for greeting, assisting and directing the public; handling and directing incoming telephone calls; and maintaining the lobby area.

### **QUALIFICATIONS:**

High school diploma or equivalent with six (6) months of clerical experience. Excellent written and verbal communication skills and attention to detail and accuracy.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid State of Ohio driver's license and show evidence of personal vehicle insurance with adequate liability protection.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

Maintains agency switchboard and reception area; directs calls and visitors appropriately. Maintains record of agency visitors. Monitors and maintains required reporting forms and makes necessary changes. Assists applicants/tenants with copying requests, responds to inquiries, and collects information. Assists in copying all leasing forms. Retrieves, date/time stamps mail and all correspondence received at the front desk. Assists with finalizing work orders as needed. Assist with filing.

### **KNOWLEDGE OF:**

Applicable state and federal statutes; HUD regulations, policies, and procedures; data processing techniques and procedures; public relations; records management; MS Office; MS Windows.

### **ABILITY TO:**

Handle confidential information with tact and discretion; perform duties in a normal office environment; modern office equipment.

Candidates can apply via email: [mveal@butlermetro.org](mailto:mveal@butlermetro.org); fax 513.896.9381 website: [www.butlermetro.org](http://www.butlermetro.org); in person and by mail to:

4110 Hamilton Middletown Rd

Hamilton, OH 45011

Attn: Melanie Veal

**NO PHONE CALLS WILL BE ACCEPTED**