

Receptionist

Butler Metropolitan Housing Authority is accepting applications for the position of Receptionist. The position is responsible for greeting, assisting and directing the public; handling and directing incoming telephone calls; and maintaining the lobby area.

Applicant must have a high school diploma or equivalent with 6 months of clerical experience. Excellent written and verbal communication skills and attention to detail and accuracy. Must possess a valid State of Ohio driver's license and show evidence of personal vehicle insurance with adequate liability protection.

BMHA offers an excellent wage and benefit package. Salary \$15.87.

Minorities are encouraged to apply.

Applicants may apply via fax 513.896.9381, email to mveal@butlermetro.org, website www.butlermetro.org; mail or in person to the address listed below.

Butler Metro Housing Authority
Melanie Veal, HR
4110 Hamilton-Middletown Rd
Hamilton, OH 45011-6218

No phone calls will be accepted.

BMHA is EOE