

## Receptionist – Section 8

Butler Metropolitan Housing Authority is accepting applications for the position of 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:

1. Maintains agency switchboard and reception area; directs calls and visitors appropriately.
2. Maintains record of agency visitors.
3. Monitors and maintains required reporting forms and makes necessary changes.
4. Assists applicants/tenants with copying requests, responds to inquiries, and collects information.
5. Assists in copying briefing and landlord packets.
6. Retrieves, date/time stamps mail and all correspondence received at the front desk and distributes department mail and faxes.
7. Maintains monthly referral list of available units as approved by interested landlords.
8. Receives and records tenant retro payments.
9. Processes Intent to Vacate form (with forwarding address) and Key Return form.
10. Prepares monthly reports as required.
11. Initiates and assists with completion of client application; determines required verifications and conducts initial application interview.

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

**Starting salary \$37, 772.80 - \$41,600.00 annually.**

BMHA offers an excellent wage and benefit package: Medical, Dental, Vision and Life insurance coverage, discount YMCA membership; paid vacation, sick and personal time; participation into the Ohio Public Employees Retirement System; Ohio Deferred Compensation program; 11 paid holidays per year.

Applicants may apply via fax 513.896.9381, email to [mveal@butlermetro.org](mailto:mveal@butlermetro.org), website [www.butlermetro.org](http://www.butlermetro.org) mail or in person to the address listed below.

Butler Metro Housing Authority  
Human Resources Director  
4110 Hamilton-Middletown Rd  
Hamilton, OH 45011-6218

**NO PHONE CALLS WILL BE ACCEPTED**  
**BMHA is Equal Opportunity Employer**  
**(minorities and veterans are strongly urged to apply)**