

Receptionist

Butler Metropolitan Housing Authority is accepting applications for the position of Receptionist – Leasing Department.

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 all leasing forms.
6. Retrieves, date/time stamps mail and all correspondence received at the front desk.
7. Assists with finalizing work orders as needed.
8. Assist with filing.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties performed.
2. Performs other duties as assigned by Public Housing.

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.

Starting salary \$33,009.60 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, website 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)