



POSITION ANNOUNCEMENT PART TIME FRONT DESK RECEPTIONIST

Vera House, Inc. is a human services agency providing comprehensive domestic and sexual violence prevention and intervention services.

The Front Desk Receptionist position will provide a warm and welcoming environment for all visitors and clients and handle the day to day activities of the front desk.

Hours

Monday 12:30pm - 5:00pm

Tuesday 8:30am - 12:30pm

Wednesday 8:30am - 1:00pm

Thursday 8:30am - 1:00pm

Responsibilities:

- Greeting visitors,
- Answering multiple telephone lines
- Opening and sorting Agency mail
- Providing clerical support to Administrative office staff
- Various administrative tasks and projects as assigned
- Appropriately respond to crisis situations

Qualifications:

- Microsoft Office Suite
- Multi-line phone system
- Fax machine, copiers, and other office equipment.
- Strong interpersonal, oral and written communication skills
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity and inclusion

Salary Range \$12.00-\$13.00 per hour

Bilingual/bicultural candidates are encouraged to apply. Vera House is an Equal Opportunity Employer. Positions will be open until filled.

Interested candidates should submit a resume and cover letter to:

**Hiring Manager
Vera House, Inc.
723 James Street
Syracuse, NY 13203
E-mail: jobs@verahouse.org
NO PHONE CALLS PLEASE**