

Spanish Coalition For Housing

Job Description

Position: Receptionist/Program Support

Program: CHA Community Site Office

Reports To: Office Manager

General

Greeting and directing all clients and answering all incoming calls to appropriate person, maintaining office organized and files updated.

Responsibilities

- Answers all incoming calls, log in all appointments.
- Maintain applicant's file in organized and current manner.
- Assist with initial intake procedures and application process for CHA and LIHEAP application or other programs as needed.
- Preparing of bulk mailings- printing of labels.
- Assist with data entry for programs.
- Other general office duties assigned.

Qualifications

- Demonstrate effective customer service and communication skills.
- Able to handle high volume and constant number of calls.
- Must have friendly, patient and professional phone manner.
- Bilingual (Spanish & English) required.
- Must be dependable, dedicated and flexible in regards to working some evening and/or weekend hours.

Salary: 18,000 – 20,000 yr. + benefits (health, dental, vacations, holidays, etc.)

Send resume to: Pilar Villanueva, Office Manager, 9116 S. Brandon Ave., (773) 933-7575, Fax (773) 342-7304, or e-mail pvillanueva@spanishcoalitionforhousing.com
