

# **THE WESTERLY HOUSING AUTHORITY**

5 CHESTNUT STREET, WESTERLY, RHODE ISLAND, 02891

TELEPHONE (401)596-4918/ FAX (401)348-0714

## **RECEPTIONIST POSITON**

Provides administrative support functions related to the activities and operations of the Westerly Housing Authority. Provides office professionalism; realizing this position is usually the first point of contact for office visitors and telephone calls.

### **ESSENTIAL DUTIES AND FUNCTIONS:**

- Performs a variety of secretarial duties in support of the administrative activities operations and staff.
- Performs typing, mailing, faxing, Fed-exing, scanning or photocopying various correspondence or materials as assigned.
- Screens and routes telephone calls and responds to inquiries from the tenants, vendors, contractors/subcontractors by referring calls to appropriate personnel.
- Assembles and distributes a variety of documents, manuals and materials.
- Establishes and maintains a wide variety of records and files related to company operations and activities.
- Inventories and orders company office and kitchen supplies. Assures office and office kitchen areas are neat and orderly when guests are visiting the company.
- Aids in the planning and implementation of company events.
- Performs other duties as assigned.

### **COMPETIENCES (in order of importance):**

- Dependability – job requires being reliable, responsible, and dependable in fulfilling obligations.
- Attention to Detail – Job requires being careful about detail and thorough in completing tasks.
- Integrity – Job requires being honest and ethical and requires the utmost confidentiality.
- Self-Control – Job requires maintain composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in challenging situations.
- Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

### **Qualifications and requirements:**

- A high school diploma or equivalent; At least 2yrs office experience.
- Ability to give full attention to what other people are saying, actively look for ways to help people, and adjust actions concerning others' actions.

If you have further questions, please call: **401-315-2050**

Please send resume by **October 22<sup>nd</sup>, 2021** to:

**Westerly Housing Authority**

**Lucienne Andrew, Executive Director**

**5 Chestnut St.**

**Westerly, RI 02891**

**landrew@westerlyhousing.org**



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