

Date Posted: July 1, 2009

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: RECEPTIONIST – CLOSE DATE 7/30/2009

Employer/ Agency: Gulf Coast Community Services Association (GCCSA)

Job Description: The primary scope of this position is to assist in the daily functionality of the Agency's front lobby. Ensure that all incoming calls reach the correct person or department, in a timely and courteous manner. Supply information to callers, relay messages and announce visitors including vendors, clients, job candidates and customers. Ensure completion of sign in paperwork, according to Agency's policies and procedures. Alert appropriate staff if a security issue arises. Maintain records and handle special projects. Interpret for clients or students and non-Spanish speaking staff dealing with clients. Always treat guests courteously.

Qualifications: Education/Experience: High School Diploma or GED required. Clerical background preferred. Be fluent in English and Spanish with good diction and grammar. Be cordial with excellent interpersonal skills. Have previous experience as a Receptionist in a high traffic area. Bilingual English/Spanish REQUIRED. Be available to work additional time occasionally for Board and Policy Council meetings and for the Food Pantry extended hours. Perform other duties as requested.

Salary: \$9.13 - to \$10.96/HR

HOW TO APPLY

All applicants who meet the minimum qualifications for the posted position must complete an official GCCSA online employment application at our website www.gccsa.org and then send your resume with the position in the subject to recruiter@gccsa.org

***If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity.
Thank you***