

Receptionist  
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## Receptionist

**Bilingual in Spanish & English Required**

**The ideal candidate would have working knowledge and experience in the following areas:**

- Multi-line phone system
- Operations of general office equipment
- Microsoft Office Products (Word, Excel, & Outlook)
- Greeting the public and visitors

**The ideal candidate would possess the following skills and abilities:**

- Positive, can-do attitude and demeanor
- Be dependable
- Ability to work under pressure
- Have great problem-solving skills
- Be eager to learn
- Adapt well to change in the business environment
- Bilingual in Spanish and English is required
- Excellent Time Management and Organizational skills
- Very Detail Oriented and Accurate in writing and with computer entries
- Proficient in Microsoft Word, Excel, and Outlook
- Excellent written and verbal communication skills
- Ability to work well with a wide range of people
- Maintain a high level of confidentiality

**The ideal candidate must have:**

- A minimum of three years of related experience
- A valid Texas driver's license and maintain a good driving record

**Physical and Other Requirements:**

- Ability to lift, carry, push or pull medium weights up to 35 lbs.
- Ability to sit for prolonged period
- Ability to drive a company vehicle for occasional business errands during the workday

**EOE.** Interested candidates should submit a cover letter, resume, and preferred salary range to: Attn.: RECP

- By email with "Receptionist" in the subject line to [jobs@HabitatSA.org](mailto:jobs@HabitatSA.org)