

For Immediate Hire

www.WOMENATWORK.org

Receptionist

OFFICE HOURS: Monday -Thursday, 9:30am - 5:00pm, +some evening and weekend work, as requested

(will be notified in advance)

HOURS PER WEEK: 28 - 30 hours per week

SALARY RANGE: \$18,000 - 22,000/year

Customer service is the number one priority of this position. Greet clients, assist visitors, help customers, be friendly and recruit volunteers are all part of this position. Experience in office operations a plus.

RESPONSIBILITES INCLUDE:

- Administer the daily operations of the front office
- Manage front desk and Resource Room.
- Recruit and organize volunteers.

Desired Qualifications, Skills and Characteristics:

- Strong interpersonal skills, welcoming personality to greet clients
- 2-3 years office experience
- Fluency in Spanish, both written and spoken is preferred, but not required.
- Strong computer skills
- Professional appearance

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Founded in 1979, Women At Work (WAW) is a community-based career center that serves a broad spectrum of women in the greater Los Angeles area. Services include a resource room with thousands of current job openings at every level, internet job search assistance, a career library, professional career counselors, resume assistance, computer classes, career workshops and other special programs.

WOMEN AT WORK

creating careers ♦ shaping futures ♦ improving lives

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To Apply:
Cover letter and Resume to
info@womenatwork.org