

Receptionist

25 Hour Position, Monday through Friday Village Apartments

The Village Apartments, JCHC, is currently seeking a qualified receptionist for its South Orange location. Reporting directly to the Site Manager, the ideal candidate will serve visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival; maintains security and telecommunications system.

Receptionist Job Duties:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and resident directories
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- Maintain work order system
- ordering of office supplies
- filing, data entry, maintaining resident files
- Maintains safe and clean reception area
- Contributes to team effort

Receptionist Skills and Qualifications:

Telephone Skills, Verbal Communication, Microsoft Office Skills, Active Listening, Professionalism, Customer Service Skills, Organizational Skills, Follow up Skills, Multi-tasking Skills, Phone Etiquette, Supply Management.

Position: Part-time: Monday – Friday Schedule, typical hours are 10am – 3pm, but may vary occasionally.

Start Date: Immediate

To Apply: Please send resumes to HR

By e-mail to: emmar@jchcorp.org

By fax to: 973.731.9225

No phone calls.

This is an Equal Employment Opportunity