JOB POSTING

DATE: December 5, 2019
JOB TITLE: Receptionist / Intake
CURRENT WORK HOURS: Monday – Friday, 8:00AM – 5:00PM
SALARY: $10.47/hr
FLSA Status: Non-Exempt

JOB SUMMARY:
First point of contact for the Peoria Housing Authority. Screens phone calls and greets walk-in visitors to PHA. Provides direct assistance to department heads and other managers, reviews and relays routine calls. Hands out tenant applications forms, receives and reviews returned applications for completeness, and enters new applicant into the computer system.

MAJOR JOB RESPONSIBILITIES

- Greets, screens and refers visitors and phone callers; answers inquiries.
- Places long distance calls, receives calls and ascertains the nature of the calls; relays the call and in some cases, records the contact.
- Calls voice mail to retrieve messages from the previous night; takes messages to the various departments when there are no incoming calls.
- Assists the department head and other clerical personnel as needed.
- Hands out and receives applications for housing. Copies pertinent documents needed.
- Safeguards outgoing mail; sorts incoming mail

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of the position. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this description.

MINIMUM QUALIFICATIONS REQUIRED

EDUCATION AND EXPERIENCE
High School diploma, or equivalent, supplemented by some experience in responsible receptionist work; or any combination of education and experience that provides the necessary skills and abilities.

HOW TO APPLY: APPLICATION DEADLINE: Thursday, December 12, 2019 by 5:00PM
Submit letter of interest and resume prior to deadline to:

Name: Kari Daugherty, Director of Human Resources
Address: PHA Administration Building, 100 S. Richard Pryor PL – Peoria, IL 61605
Email address: kdaugherty@pha.peoria.il.us

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