



Receptionist Job Opening

Position Summary

SE Works is seeking a full time Receptionist. The Receptionist will work at the front desk area and will support the smooth operations and functions of SE Works. The Receptionist provides excellent customer service to maintain a professional atmosphere for customers accessing services at SE Works. This position is an integral part of a strong WorkSource Center team, as it represents the first impression of the agency to customers, funders, and guests alike. The Receptionist greets all customers coming into the center; maintains efficient, professional, and courteous control of high foot traffic area; is able to multi-task; and is organized and detail-oriented. The Receptionist must be punctual and reliable in their attendance, and to their duties.

Position Requirements

- 2 – 3 years of experience working in a similar capacity/position
- Knowledge of area education and training providers, human service agencies, and community resources a plus.
- Demonstrated ability to establish and maintain effective relationships with people from diverse backgrounds; familiarity with class and cultural issues.
- Ability to interact with people of all ages, styles and cultural backgrounds
- The ability to speak, read, and write English at a level sufficient to fulfill the duties assigned.
- Bi-lingual, or multi-lingual, preferred
- Knowledge and ability to perform record keeping duties; demonstrated competence in basic computer operations and data systems.
- Experience working with the public and employers
- Excellent communication and customer service skills
- Professional demeanor and positive attitude
- Ability to work under pressure and deadlines
- Ability to deliver information clearly and concisely
- Ability to communicate clearly and effectively and address customer concerns and issues
- Calm and organized approach to work and deadlines
- Excellent organizational and interpersonal skills
- Ability to work independently and as part of a team

SE Works offers a competitive salary, paid benefits, a retirement plan, and paid time off, among other benefits.

If interested, please send a resume and cover letter to hr@seworks.org.

Submission Deadline: Open until filled.

SE Works is an equal opportunity employer. SE Works does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, sexual orientation, political affiliation, or any other basis prohibited by law. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 503-772-2332.