



Receptionist Job Opening

Position Summary

SE Works is seeking a full time Receptionist to add to our reentry programs. The Receptionist must be punctual and reliable in their attendance, and to their duties. We are seeking a motivated, caring, detail-oriented, and outgoing individual whose duties will include (but not be limited to) opening and closing, greeting customers, reception, ordering supplies and data entry.

The successful applicant must be able to learn quickly and work with a variety of individuals who are newly released from jail and / or prison. We work with challenging cases, and are looking for someone capable of rising to that challenge who believes in a second chance.

The right person for this important position will have excellent multitasking abilities, be a fast learner, have outstanding customer service skills, and be a compassionate individual who is able to complete their duties while maintaining the flow of a very busy front end. Excellent time management and communication skills are essential.

This is a full-time, entry-level position in a continually growing organization.

Position Requirements

- 2 – 3 years of experience working in a similar capacity/position customer service or reception
- 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.
- Knowledge and ability to perform record keeping duties; demonstrated competence in basic computer operations and data systems.
- Experience working with the public
- 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 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 highlighting your experience with reception/customer service work and your experience working with those who are justice involved to hr@seworks.org. No phone calls or in-person deliveries.

First round reviews for interviews will close 5:00 PM September 13, 2019. This posting will remain 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.