

## METHUEN HOUSING AUTHORITY

### Receptionist

The Methuen Housing Authority is seeking a dynamic individual to join our team. As a Public Housing Authority, we provide housing assistance to low-income individuals and families through a variety of programs.

The role of the receptionist is to work in an interactive manner with residents, applicants, vendors, staff, and the public by answering phones and greeting walk-in guests in a friendly way to maintain positive relationships. This includes the performance of general administrative office tasks in support of the achievement of the Authority's goals and objectives.

It is necessary to possess a basic understanding of general office work and commonly used office terminology and machines. Must also possess the ability to multi-task, work both independently and as a team, change priorities, communicate effectively, both verbally and in writing, be well organized, take initiative, maintain confidentiality, and demonstrate competence, patience, positivity, and compassion with low-income, culturally diverse individuals. A high school diploma or GED as well as bilingual skills are required.

This is a full time position: Monday – Thursday 8:00 am – 4:15; Friday 8:00 am – 12:00pm, offering a comprehensive benefit package including medical, dental, and vision insurance as well as a retirement plan.

Interested candidates should submit their application to: Methuen Housing Authority; 24 Mystic Street; Methuen, MA 01844; Attention: Anne-Marie Moglia or via email to [amoglia@methuenhousing.org](mailto:amoglia@methuenhousing.org)