

HOUSING AUTHORITY OF THE TOWM OF PORTLAND
9 CHATHAM COURT, PORTLAND CT, 06480

RECEPTIONIS/ADMINISTRATION CLERK

POSTED May 7, 2019

The housing Authority of the Town of Portland is seeking a highly motivated individual to work as a RECEPTIONIST/ADMINISTRATIVE CLERK in the central office at 9 Chatham Court, Portland CT. The applicant is responsible for the highest level of customer service for clients, residents, staff and vendors in providing a point of contact for all walk-in traffic, incoming telephone calls and providing office support to Staff. High School diploma or equivalent, office receptionist and general clerical experience a must. Ability to deal with effectively with the general public and employees. Ability to learn general functions, day to day operations of the Authority.

For more detailed information/job description, please refer to RECEPTIONIST/ADMINISTRATIVE CLERK job description at www.portlandha.org

All interested parties must submit their resume with a cover letter and three professional references by June 7th, 2019 by 2:30 p.m. NO TELEPHONE CALLS WILL BE ACCEPTED. Mark outside envelope:

Receptionist/Administration Clerk Position

Marilyn A. Rivera, Executive Director
Portland Housing Authority
9 Chatham Court
Portland CT, 06480

An EEO/AAA