

Job Title	Relief Receptionist/Operator
Employer/ Agency	Youth Service Center- Harris County
Job Description	<p>The Receptionist/Operator works at the front desk at the Youth Service Center.</p> <ul style="list-style-type: none"> • Answers all incoming calls and greets and directs all visitors. • Operates switchboard. • Directs all incoming calls to appropriate extension. • Announces all visitors. • Monitors all telephone lines and reports any phone problems. • Assists in maintaining building security and reports incidents/issues. • Accepts and routes all mail and deliveries. • Performs additional tasks which may include minor administrative support duties
Qualifications	<ul style="list-style-type: none"> • High School Diploma or GED. • Six months to one year of full-time paid experience operating a switchboard and/or telephones in a public agency. <p>OR</p> <ul style="list-style-type: none"> • Six months full-time paid work experience dealing with the public. <p><u>PLUS</u></p> <ul style="list-style-type: none"> • Good oral and written communication skills. • Professional telephone voice. • Ability to work independently. • Ability to exercise tact and be courteous. • Typing/keyboarding skills. • Ability to operate basic office equipment: fax, copier, printer, etc. <p>Bilingual in English and Spanish</p>
Salary/Hours	
Employer/Agency	

Address	
City, State, Zip	
Contact Person	
Contact Title	
Telephone Number	
Fax Number	
Email Address	
Application Method	Position #01600 RELIEF RECEPTIONIST/OPERATOR BQ http://agency.governmentjobs.com/harriscountytexas/default.cfm?action=jobbulletin&JobID=1516300
Opening Date	

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.