

RECEPTIONIST

Job Posting

February 6, 2018

Advertisement on VEC: Wednesday, February 7, 2018

RECEPTIONIST - full-time position; responsibilities include greeting visitors, taking incoming calls, directing visitors/calls to appropriate staff, receiving and processing tenant rent payments, serving as back up to receive maintenance telephone calls and entering work order requests, and providing clerical support. Individual must have considerable experience in customer service work, clerical work, computer work, specifically Microsoft Outlook, and an Associate's degree in a business related field or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Submit resumes to: mfr@lynchburgva.gov or Lynchburg Redevelopment & Housing Authority, 918 Commerce Street, Lynchburg, VA 24504. Resumes will be accepted until February 14, 2018.

LRHA is an Equal Opportunity Employer