

POSITION AVAILABLE

Human Resources is currently accepting applications for the following full-time position:

Receptionist – Headquarters

ESSENTIAL RESPONSIBILITIES INCLUDE:

- Answers incoming telephone calls on multi-line console, determines purpose of call and forwards calls to appropriate personnel
- Takes and delivers messages or transfers calls to voice mail
- Answers questions about organization and provides caller with address, directions and other information
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel
- Provides back-up telephone coverage to the executive and customer care departments
- Performs other clerical duties as needed

REQUIREMENTS INCLUDE:

- Excellent verbal communication skills
- Excellent customer service skills
- Must project a professional appearance and attitude
- Ability to work independently

PHYSICAL DEMANDS:

- Must be able to communicate over the telephone
- Must be able to sit for an extended amount of time
- Reaching, pushing and grasping

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

For more information, or to refer candidates, please call Edward in Human Resources at (914) 381-6644 or email edwardc@castle.us