



RECEPTIONIST

The Salem Housing Authority, an Equal Opportunity, Affirmative Action Employer, is seeking a highly-motivated individual as Receptionist. Duties include: answering telephone, greeting and directing visitors, fielding inquiries, ordering and maintaining supplies, computer data entry, distributing mail and other clerical tasks. Candidate must be bi-lingual (English/Spanish) and must have excellent communication skills, be computer literate, and have the ability to work independently in a fast paced environment.

Full time position with an excellent benefits package. Interested applicants **must** obtain an **employment application** from the Salem Housing Authority and **submit it with a resume** no later than

December 17, 2018 at 3:00 p.m. to:
Carol A. MacGown, Executive Director
Salem Housing Authority
27 Charter Street
Salem MA 01970