

Bilingual Receptionist Position:

Putnam CAP is seeking an experienced bilingual/biliterate (English/Spanish) receptionist to join our highly skilled team. Applicants must have excellent communication skills along with a positive attitude, and an ability to work well with other team members in a fast paced, multi-cultural environment.

Job responsibilities include: answering telephones, greeting all agency guests, checking individuals/families into the food pantry program, notifying clients when they are due for recertification for services, receiving and recording client documentation, accepting and recording of agency donations, and entering services provided into agency software management system.

This is a 21-hour/week part-time position with the following **set** schedule:

Monday: 8:30 am – 4:30 pm

Wednesday: 8:30 am – 4:30 pm

Friday: 8:30 am – 4:30 pm

Pay: \$17.00 per hour

Requirements:

- Customer Service: minimum of 1 year
- Bilingual/Biliterate (English/Spanish)
- Computer skills: Proficient in Microsoft Office programming

Interested parties should email their resume & cover letter to:

moleary@westcop.org

***Anticipated start date January 8, 2024*