



**NEIGHBORS OF
WATERTOWN, INC.**

**A Neighborhood Preservation Company
Serving Watertown Since 1969**

Company: Neighbors of Watertown, Inc.
Job Title: Receptionist
Status: Non-exempt, full time

Neighbors Of Watertown, Inc. (NOWI) provides a variety of quality affordable housing opportunities to the residents of the City of Watertown and Jefferson County. These opportunities range from rental units to homeownership programs and owner occupied housing rehabilitation.

We are seeking a **Full Time Administrative Assistant (40 hours)** to work in the Operations Department.

Responsibilities include:

- Answer phone calls and route them to the proper personnel
- Greet walk-ins and provide any needed information to them
- Receive clients that have appointments
- Process incoming and outgoing mail
- Client payments
- Prepare brochures, mailings, etc.
- Type letters, notices, work orders etc.
- Purchasing
- Data Entry
- Other duties as assigned

Qualifications:

- Minimum High School Diploma or GED and 1 year work experience in related area.
- Ability to work independently, schedule duties appropriately, and juggle priorities
- Strong ability to prioritize.
- Able to work with confidential information.
- Able to work independently and meet multiple deadlines.
- High attention to detail and excellent organizational skills.
- Working knowledge of Word and Excel.
- Excellent written and/or verbal communication skills.



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