



**NEIGHBORS OF
WATERTOWN, INC.**

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

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

Description:

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 Receptionist to answer phone calls, greet walk-ins, and complete clerical tasks.

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
- Prepare brochures, mailings, etc.
- Type letters, notices, etc.
- Input data into the computer
- Other duties as assigned

Qualifications:

- High School diploma or GED preferred
- Basic working knowledge of Word and Excel
- Excellent customer service skills
- Works well with other staff to obtain needed information
- Ability to work independently, juggle priorities, and schedule duties appropriately



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