



**Position Title:** Bi-Lingual Receptionist - Part Time

**Position Location:** Spring Branch Locations- 1905 Jacquelyn, 1839 Jacquelyn and 7625 Hammerly, Houston TX 77055

**Hours:** Variable but will include Monday- Friday 5-8pm and Saturdays 9-1pm

**Reports to:** Chief Program Officer

**Position Summary:** This job will be a Receptionist at the Spring Branch locations managed by The Women's Home. Receptionist will welcome visitors, and complete administrative duties as requested by supervisor.

**Duties Include:**

1. Greet all guests in a manner that represents the values of the agency
2. Give directions to meeting locations and rooms throughout the building
3. Make copies of documents as needed
4. Assist with collection of mail
5. Collect and file of documents as requested
6. Complete administrative duties as assigned by supervisor
7. Assist with computer projects and other projects at WLSC as requested by supervisor
8. Work with facilities staff to make sure meeting rooms are set up as requested
9. Make sure break room and front office desk area are clean.
10. Make coffee as needed
11. Other duties as assigned

**Qualifications Needed:**

1. High school diploma or GED
2. Fluent in speaking, reading and writing both English and Spanish
3. Customer service skills; courteous, friendly, and helpful manners
4. Able to use general office equipment including computer, copier, fax machine, and telephone
5. Able to sit, stand, and use office equipment for extended periods of time; ability to lift and carry 20 pounds; some bending and kneeling.

**Other Responsibilities:**

1. Attend a monthly all staff meeting and other relevant team meetings
2. Other duties assigned as needed for optimal tenant care.

*The Mabee WholeLife® Service Center is a community center designed to provide quality services to residents in the Spring Branch neighborhood. The WholeLife® Service Center will offer programs including primary healthcare, counseling, after-school and summer programs for children, and other enrichment programs.*

*Jane Cizik Garden Place and Adele and Ber Pieper Place are affordable apartment living complexes located in a 4 block radius of the WholeLife Service Center. We provide affordable housing with supportive services onsite including case management, social and educational activities and transportation assistance.*

*Come work for The Women's Home and support your Spring Branch neighborhood!*

**Send resume to [syoung@thewomenshome.org](mailto:syoung@thewomenshome.org) or drop it off Mon - Friday 9am-4 pm at 1905 Jacquelyn (across the street from Treasure Forest Elementary School). No phone calls.**