

Town of Stoneham

Job Opportunity

Greeter/Receptionist – Senior Center 14.00 hours per week/\$13.00 per hour

The Town of Stoneham is seeking an individual to work part time as a Greeter/Receptionist at the Senior Center. This position opening is for Wednesday and Thursdays, a seven half hour day with a half hour unpaid lunch.

Essential Functions of this position: greeting and directing visitors, answering phones and taking messages, providing callers with information regarding Senior Center and program information.

The work environment routinely uses standard office equipment such as phones, computer and photocopier.

Position Competencies:

Customer Service/ Communication Skills

Pleasant Phone Manner

Computer Experience

Interested qualified candidates should apply with the following materials:

Cover letter, resume if possible and the required Town of Stoneham employment application.

Town of Stoneham
35 Central Street
Stoneham, MA 02180
Attention: Donna Gaffey, Human Resources
dgaffey@stoneham-ma.gov

Candidate chosen will need to fulfill employment requirements of CORI, physical and drug screen.

Position will remain open until September 2, 2019

The Town of Stoneham is an Equal Opportunity/Affirmative Action Employer