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**Receptionist**

**Based in Washington, DC**

**General Purpose**: Serves visitors by handling inquiries on the phone and face to face; Supplies information regarding the organization to the Union members and others; directs visitors to proper locations or staff; maintains site-access security; utilizes the telecommunications system, performs database entry; maintains filing tasks.

**Main Job Tasks and Responsibilities**

* answer telephone, screen and direct calls
* take and relay messages
* provide information to callers
* greet persons entering the Union
* direct persons to correct destination
* deal with queries from Union members and others
* ensure knowledge of staff movements in and out of the Union
* monitor visitor access and maintain security awareness
* provide general administrative and clerical support
* prepare correspondence and documents
* receive and sort mail and deliveries
* monitor and maintain reception office equipment
* control inventory relevant to reception area
* tidy and maintain the reception area

**Education and Experience**

* ***APPLICANT MUST BE 100% BI-LINGUAL IN WRITTEN AND SPOKEN SPANISH***
* high school diploma required
* knowledge of administrative and clerical procedures
* knowledge of computers and relevant software application
* knowledge of customer service principles and practices
* keyboard skills
* ability to work a switchboard

**Key Competencies**

* verbal and written communication skills (English & Spanish)
* professional personal presentation
* customer service orientation
* information management
* attention to detail
* initiative
* reliability
* stress tolerance

**Availability**

We are looking for an individual to begin as soon as possible.

**Salary and Benefits**

Local 25 has a highly competitive employer providing generous benefit package that includes 100% employer-paid healthcare, dental, vision, legal services and pension.

**Application Instructions**  
Applicants must include a résumé and cover letter. The cover letter should be clear and concise and explain the specific reasons for your interest in the position. Please also specify, with appropriate explanation, which of the listed qualifications you possess and which ones you do not possess.

**To Apply**  
The cover letter, résumé, references should be emailed to: [jfillius@local25now.org](mailto:jfillius@local25now.org).

UNITE HERE Local 25 is an equal opportunity employer. All persons regardless of age, race, ethnicity, gender expression, religious affiliation or sexual orientation are encouraged to apply. People of color, women, and members of the LGTBQI community are strongly urged to apply.

**WHEN APPLYING:** Be sure to indicate that you saw this information at [**UNIONJOBS.COM**](https://unionjobs.com/).