

Date Posted: 10/23/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

- Job Title:** Receptionist
- Employer/Agency:** HACS
- Job Description:** Works in Federally Qualified Healthcare Center:
The Receptionist attends to visitors and deals with inquiries on the telephone and face to face. Supplies information regarding the organization to the general public and clients. Supports the Human Resources Manager.
- Qualifications:** High school diploma or equivalent; Associates Degree preferred.
- Demonstrable experience in general office procedures and equipment.
 - Computer skills, including word processing, spreadsheets, databases, and MS Outlook strongly preferred.
 - Professional telephone manner.
 - Must have patience, courtesy and excellent written and verbal communications skills.
 - Excellent interpersonal skills.
 - Excellent customer service skills.
 - Ability to work effectively with diverse people.
 - Ability to maintain confidential information.
 - Must be flexible, patient and dependable.
 - Demonstrate an awareness of, a value for, and the inclusion of cultural competence in task implementation.
 - Language: Bilingual (English and Spanish) preferred.
- Salary/Hours:** DOE
- Employer/Agency:** HACS
- Address:** 2150 West 18th Street, Suite 300
- City, State, Zip:** Houston, TX 77008
- Contact Person:** Andrea Richards
- Email Address:** arichards@hacstxs.org
- Application Method:** Employment Application Forms can be obtained **here** http://www.hacstxs.org/objects/2012-29_Receptionist.pdf or HACS' Administration Office.
- Job Posting Number: 2012-29**
Also complete a background check form, education verification forms,

professional reference check forms, and employment verification forms, which, are also on our website. **Resumes are required but will not be accepted in lieu of HACS' Employment Application Form.** You may submit your completed application and other required forms by faxing, scanning and e-mailing, mailing, or delivering your information to:

Houston Area Community Services, Inc.
Attn: Andrea Richards, Human Resources Manager
2150 West 18th Street, Suite 300
Houston, TX 77008

For more information email arichards@hacstxs.org No phone calls please.

Website: www.hacstxs.org Fax: 713-979-3651

Opening Date: Immediate

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***