YM-YWHA OF UNION COUNTY
Harry Lebau Jewish Center
501 Green Lane Union, NJ 07083
Phone: 908-289-8112 Fax: 908-289-8082
Federal ID# 22-2663795

Job Title: Welcome Center Reception

Key Responsibilities:

- Greet, welcome, and assist with membership and other programs while maintaining a positive, enthusiastic and helpful attitude.
- Registration and payment collection for all programs.
- Maintain and file applications for all programs
- Duties will include performing administrative duties including answering telephones, redirecting communication to appropriate staff members, working with security personnel, sending and receiving daily emails, computer entry, photocopying, updating bulletin boards and being the point person for reception.
- Communicate with staff in distributing memos, mail and other notices as needed, updated information for all staff lists, phone extensions.
- Respond to Member's concerns, suggestions and complaints in a timely, professional and consistent manner.
- Submitting orders received from department heads
- Financial reporting data entry.

Qualifications:

- Minimum of a High School diploma obtained
- Strong organizational skills and customer service oriented approach
- Working knowledge of Microsoft Office and Google applications and willingness to learn new computer programs
- Excellent interpersonal, communications, and customer service skills
- Must be friendly, engaging and patients with callers, clients and guests
- Attention to detail and problem solving skills
- Strong time management skills and ability to prioritize daily workload
- Bilingual English and Spanish is a plus
- Employment Hours: 7:45AM to 4:00PM

Salary: Salary will be commensurate with education, qualifications and experience.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.
Equal Employment Opportunity (EEO)
The Union Y provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

Resumes should be submitted to TSpeyer@uniony.org