



BELMONT

HOUSING RESOURCES FOR WNY

www.belmonthousingwny.org

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Dated 1/2/2018

EMPLOYMENT OPPORTUNITY

Founded in 1977, BHR is a leading advocate for quality affordable housing. We administer rental assistance programs and offer a variety of housing-related programs and services promoting home ownership, educating renters and landlords, improving existing housing stock, and developing and managing affordable housing.

RECEPTIONIST – to greet visitors to the office and assist in the provision of basic information and services, and provide general clerical support to housing programs personnel. Candidate will also operate multi-line telephone system, answering calls and directing inquiries to appropriate personnel. Must be computer literate and able to multitask in a fast-paced environment. Must be a team player with excellent customer service skills. High school diploma or general education degree (GED) and 6-12 months of related experience and/or training; or equivalent combination of education and experience. Bilingual a plus.

Submit resume and cover letter online at:

www.belmonthousingwny.org

Deadline to Apply is January 12, 2018

Belmont Housing Resources for WNY is an Equal Opportunity Employer and strong advocate of workforce diversity. Minority/Female/Sexual Orientation/Gender Identity/Disability/Veteran