

Athol and Orange Housing Authorities
Is looking to hire a part-time receptionist,
If interested, please submit a resume to 21 Morton Meadows, Athol, MA 01331, fax 978-249-9604, or
email; ***ed@atholorangehousing.com***

Receptionist Job Description
17.5 Hour Per Week

Learn the different Housing Programs
Assist walk ins with Questions & Concerns
Entering Work Orders accurately into the computer system
Collecting Rents, entering payments into the computer system & drafting bank deposits & statements
Sort Mail, Date stamp and Distribute
Keep Office Supplies Inventory
Draft and Deliver Tenant Notices as needed
Input ENERGY usage AND Understand ENERGY Report
Maintain up to date info in computer system
Keep Applications Stocked
Keep Lobby up to date on local info such as Apps and Services
Update Monthly Reporting
Pet Policy Compliance
Maintain Parking Updates
Log Federal Applications
Filing as needed
Other Duties as Assigned

Mondays and Tuesdays full days (7.5 hours) Wednesday, AM half day, (3.75 hours)
Then Alternate Week Wednesday, PM half day (3.75 hours) Thursday and Friday all day

Six Months' Probation

Paid Time Offered Calculated at 3.5 hours days

Year 1	1 Day Per Month After 2 Months (10 Days or 35 Hours)
Year 2	1 Day Per Month (12 Days or 42 hours)
Year 3 & 4	1.25 Days Per Month (15 Days or 52.50 Hours)
Year 5-9	20 Days Up Front or 70 Hours
Year 10 plus	25 Days up front or 87.5 hours

Sick or Personal Time may be used as Paid Time Off

Applications along with resumes will be accepted until the position is filled.