CATHOLIC CEMETERIES OF LONG ISLAND

POSITION TITLE: Part-Time Receptionist
DEPARTMENT: Customer Sales and Services

HOURS PER WEEK: Part-time 16 hours per week
9:00 am to 1:00 pm, Monday to Thursday

WORK LOCATIONS:

Nassau County	Suffolk County
Cemetery of the Holy Rood	Holy Sepulchre Cemetery
Westbury, NY	Coram, NY

DATE POSTED: 11/22/2021

If you think you are a good fit, please submit inquiries and/or request an Application for Employment to: Employment@CCLongIsland.org.

Position Description

The Receptionist works directly with the Customer Sales and Services staff. In that capacity, the Receptionist position will be responsible for receiving the public, answering customer inquiries, answering telephones, providing customer assistance, and directing customer requests in a professional and pleasant manner. This position addresses the needs of visitors and potential customers on a daily walk-in basis. Social distancing and COVID policies in place.

Summary of Responsibilities

- Receives customers and visitors at the front desk by welcoming, directing and announcing them appropriately.
- Greets guests and families, offering assistance when entering the front office.
- Answers routine questions associated with customers sales and services.
- Assist customers with grave locations.
- Answers, screens, and routes incoming calls to appropriate staff members.
- May perform light typing or copying and assist with maintaining and scanning files and documents.
- Contribute to team effort by accomplishing other related duties as assigned, e.g., assisting in basic office clerical tasks when needed.

Qualification Requirements

- High school diploma or GED preferred.
- Bi-lingual English and Spanish a plus.
- 1-2 years general office, receptionist or customer service experience preferred.
- Ability to handle front reception desk and greet customers and visitors in a professional and pleasant manner.
- Proficient at operating telephones, copier, and some computer.
- Must be reliable and extremely trustworthy.
- Effective communication and interpersonal skills.
- Clear and professional speaking voice and tone, both in person and on the telephone.
- Professional interpersonal skills to handle sensitive and confidential situations.
- Ability to be respectful and empathetic with customers and families.
- Working knowledge of Microsoft Office Suite preferred.
- Knowledge of computer systems a plus.