



CATHOLIC CEMETERIES OF LONG ISLAND

POSITION TITLE: **Part-Time Receptionist**

Hours Per Week: **Part-Time positions**

Positions available in multiple cemetery locations: Coram and Westbury areas, Long Island, NY.

Primary 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 customer 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.

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, copiers, and some computer systems.
- 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.

Starting Hourly Rate: \$17.50 an hour Part-Time

Please submit resume to email: Employment@CCLongIsland.org