

RECEPTIONIST - FULL-TIME

The Housing Authority City of Kennewick is seeking an experienced, dedicated person to join KHA's administrative team. The selected applicant will be responsible for maintaining the day-to-day operations of KHA's front desk. Duties include greeting all visitors, opening mail, operating a multi-phone system, directing visitors and clientele, implementing and maintaining written correspondence and reports, assisting the Intake Specialist in processing program applications for the waiting list, and other varied clerical duties as assigned. Bilingual. Office is fast-paced and selected applicant must have excellent customer service and language skills. KHA staff members work a four day/ten hour per day, Mon-Thurs work week. Salary is \$12.25 per hour. Position is open until filled.

Applications may be obtained at the Kennewick Housing Authority, 1915 W. 4th Place, Kennewick, WA, 99336, 9 am – 6 pm Monday – Thursday.

Public Housing residents and Section 3 applicants with incomes at or below 80% area median income encouraged to apply.

The Housing Authority City of Kennewick is an Equal Opportunity Employer