

HOUSING AUTHORITY OF THE TOWN OF ENFIELD

1 Pearson Way
Enfield, Connecticut 06082
(860) 745-7493
Fax (860) 741-8439
TTY/TDD: 800-545-1833 Extension: 849

Congregate Desk Attendant (Second Shift)

Position Summary

Under limited supervision, provides excellent customer service to callers and visitors to the Congregate Housing Facility. This position receives all after-hours calls for emergency maintenance service and ensures proper personnel are contacted. The position greets and screens visitors to the facility and maintains sign in log. The position monitors the closed-circuit television system for potential area of concern and notifies the Congregate Housing Coordinator of any problems. Note: The anticipated vacancy is for a second shift position (4:00 PM to Midnight).

Minimum Qualifications

1. Graduation from standard High School or GED; and
3. At least two year's office support experience involving considerable public contact; or
4. A combination of education, training, and experience equivalent to the above.

Special Requirements

1. Possession of a valid State of Connecticut driver's license.
2. Ability to be covered under the Housing Authority's vehicle insurance policy.
3. Ability to be covered under the Housing Authority's fidelity bond.

A complete copy of the job description is available upon request.

Interested individuals should submit a cover letter and a resume. Salary: \$14.80 per hour.

