



**The Community Action Organization of Erie County, Inc.**

■ Buffalo, New York 14209 ■ (716) 881-5150 ■ Fax (716) 881-2927

**Funding Sources:**

*U.S. Dept. of H.H.S.  
N.Y. State Dept. of State  
County of Erie  
City of Buffalo*

**DECEMBER 6, 2011**

**JOB NOTICE**

**IN-HOUSE/PUBLIC**

The following position is available in our CAO Business Office, located at 70 Harvard Place, Buffalo, NY.

**POSITION:**

**RECEPTIONIST  
(FRONT DESK)**

**DUTIES:**

Operates computerized PBX telephone system to relay incoming, outgoing, and interoffice calls. Directs visitors to sign the visitor registry, contacts staff member to receive visitor. Maintains proper business decorum in the reception area. Keep records of calls placed and toll charges and reconciles monthly billing for toll calls. Performs a variety of clerical duties, such as but not limited to, food pantry referrals.

**QUALIFICATIONS:** High School diploma or GED. One year experience in a busy office environment; or two years related experience and/or training; or equivalent combination of education and experience. **Must be reliable, dependable, and confidentiality required.**

**SALARY:** \$9.50-\$10.00 per hour – full-time

Applications/resumes will be accepted at the CAO HR Department, 70 Harvard Place in Buffalo or email to cao**hr@roadrunner.com**, up to and including January 6, 2011.

**NO PHONE CALLS PLEASE!**

**JOB POSTING # 237**