



The San Benito Housing Authority intends to hire for the following position:

Receptionist

The San Benito Housing Authority is seeking an individual as the Receptionist with excellent oral and written communication skills. The candidate will be responsible for providing exceptional customer service at all levels and have excellent organizational skills. The individual will perform a variety of clerical tasks. Candidates should possess the following:

- High School Diploma or equivalent is required with preferred Secretarial/Clerical certification
- Relevant experience in an office environment
- Proficient in Microsoft Office
- Accurately type 40 wpm
- Strong phone skills
- Take rental payments and operate register accurately
- Maintain a presentable reception area
- Assist in other administrative related work, and comfortably multi-task and prioritize tasks without guidance
- Demonstrated ability to communicate in English and Spanish
- Valid Texas Driver's License

Position open until filled

Interested individuals may submit applications in person at:
San Benito Housing Authority
Attn: Human Resources
1400 N. Reagan St. San Benito, TX
8:00am-12:00pm & 1:00pm-5:00pm / Monday- Friday

Equal Opportunity Employer