



Office Receptionist

About Us: Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

The Operations Team focuses on the efficient delivery of support services for Building One Community. The team integrates people, place, and process within the B1C physical environment, with the purpose of improving the quality of service for the individuals we serve and the productivity of the organization.

Position Summary: The **Receptionist** will welcome guests to B1C, answer & direct phone calls and provide general office support. This temporary full-time position reports to the Operations Manager. There is a strong possibility this will become a permanent position in the future.

Essential Duties:

- Greet visitors and direct them to appropriate locations.
- Answer phones and direct calls; take messages as needed
- Record Building One Community visitors in the daily log
- Ship, receive and distribute mail and package deliveries
- Provide general office support when needed: scan & copy documents, provide call support for program initiatives, occasional data entry
- Organize space for classes and events: arrange furniture and perform general tidying
- Perform security check when opening or closing the building

Required Skills/Qualifications:

- Fluent verbal and written skills in English and Spanish required
- High school diploma or GED equivalent required
- Authorization to work in the United States
- Experience in office reception, customer service or retail, especially phone skills
- Basic computer knowledge (Internet search; Microsoft Office suite)
- Familiarity with Stamford area a plus (provide directions for visitors)
- Strong interpersonal skills, including a welcoming, patient and positive attitude
- Strong commitment to B1C’s mission

Job Schedule: Onsite morning shifts 5 days per week including Saturdays (7:30 am – 1:00 pm); 30-35 total hours per week

Please send resumes to jobs@b1c.org or contact Valeria Verdejo at (203) 674-8585 ext. 132

Building One Community is an Equal Opportunity Employer