



### Front Desk Receptionist

The Aurora Housing Authority (AHA) is seeking qualified applicants for the position of Receptionist for AHA's Main Office. Under the general supervision, the primary purpose of this position is to project a professional and courteous impression to our clients, consultants, tenants and general public. The Receptionist will help ensure that the office runs smoothly by utilizing organizational and interpersonal skills to assist and support employees and clients.

#### Qualifications Required:

- High School Diploma
- Superb customer service skills and excellent written and oral communication skill,
- Proficient in Microsoft Office and computer skills is a must,
- Must be willing to learn and gain knowledge of the Housing Choice Voucher program and LIPH regulations and guidelines.
- Must possess a valid Illinois driver's license
- Must be able to pass a criminal background check

Salary is commensurate with experience and education. Interested applicants please email your letter of interest and resume to Ms. Judy Maisonet at [judymaisonet@auroraha.org](mailto:judymaisonet@auroraha.org) or by mail to Aurora Housing Authority, 1449 Jericho Circle, Aurora, IL 60506. No faxes will be accepted. Position shall remain open until filled.