

王嘉廉社區醫療中心
CHARLES B. WANG COMMUNITY HEALTH CENTER

JOB TITLE: Receptionist / Administrative Assistant

REPORTS TO: Assistant Administrator

RESPONSIBILITIES:

- Greet visitors;
- Answer telephone calls;
- Maintain training and conference room calendar;
- Arrange for copy, fax, machine servicing;
- Sort and distribute mail;
- Responsible for day-to-day clerical duties such as typing, dictation, recording minutes, proofreading, printing, faxing and copying;
- Handle petty cash;
- Shred confidential documents for departments as needed;
- Clerical errands when necessary; and
- Other duties as assigned.

QUALIFICATIONS:

- Associate Degree or equivalent experience required.
- Strong telephone skills;
- Strong computer skills.
- Well organized and detail oriented; and
- Bilingual in English/Chinese preferred.

SALARY: Commensurate with experience

Interested candidates should email or fax resume and cover letter to Miu Chan, Assistant Administrator:

Email: mhchan@cbwchc.org

Fax: (212) 226-6680