

Receptionist – Full-Time

The Medina Metropolitan Housing Authority has an opening for a full-time receptionist. Compensation includes competitive wages, pension, paid vacation & sick leave, and health insurance benefits. Work includes high-volume activities including in-person visitors and a multiple-line phone system. The successful candidate must be able to multi-task, work with a diverse population and possess a positive attitude. Applicants will require a familiarity with Microsoft Office Suite software and be comfortable with considerable data entry within our proprietary software.

Interested persons should submit a resume or letter of qualifications to jobs@mmha.org. This position remains open until filled.

No phone calls, please.

Equal Employment Opportunity