

THE CITY OF WEST HOLLYWOOD IS SEEKING AN

ADMINISTRATIVE SPECIALIST II (MAIN RECEPTIONIST)

in the Human Resources division

As the first point of contact of the City:

- Serves members of the public by greeting, welcoming, and directing visitors. Notifies City's departments and divisions of visitor arrivals.
- Maintains awareness of security and telecommunications system. Informs visitors by answering or referring inquiries.
- Posses positive attitude and dependability, in person and over the phone
- Demonstrated success in maintaining composure and effectiveness in the face of competing and complex demands.
- Proven ability to handle multiple tasks and responsibilities while taking full ownership of work.
- Provide administrative and clerical support to staff.
- Outstanding communication, interpersonal, customer service, and organizational skills. Public counter reception experience desirable.

Minimum Requirements:

- High School Diploma or GED;
- 2-3 years of related professional experience

**\$4,830 - \$6,172 MONTHLY
APPLICATION DEADLINE:
MARCH 25, 2020 AT 5:00 PM PACIFIC**

For job details and requirements, and to apply online,
please visit weho.org/jobs

AA/EOE



City of West Hollywood
California 1984