

**GRAND RAPIDS HOUSING COMMISSION
1420 Fuller Avenue S.E., Grand Rapids, Michigan 49507**

July 28, 2011

Please post the following position vacancy:

RECEPTIONIST

A full-time opening, Monday through Friday, first shift. The person in this position greets the public; answers multi-line telephones; processes documents, paperwork and mail; files and makes copies.

Required: High school diploma or equivalent and six months full-time clerical work experience in an office setting. Must be able to work independently and communicate effectively. Must demonstrate skills in operating a variety of standard office equipment. Must be able to use computer software and type accurately. Salary \$15.98 per hour.

Applications are required and will be accepted in person or by mail from **August 1, 2011 through August 5, 2011**. You may access an application via our website at www.grhousing.org or pick up an application at our main office:

Grand Rapids Housing Commission
1420 Fuller S.E.
Grand Rapids, MI 49507 or

An EEO/Affirmative Action Employer

Please remove this announcement end of work day Friday, August 5, 2011.

Thank you.