



## POSITION ANNOUNCEMENT

Position: Receptionist, MTA/MSA  
Reports to: Program Director, MTA/MSA  
Location: Manhattan

Tasks:

- Screen, greet, welcome, direct and announce clients and visitors
- Answer, screen and forward incoming phone calls while providing basic information when needed
- Receive and sort daily mail & deliveries
- Maintain security by following procedures and controlling access
- Update appointment calendars and schedule meetings/appointments
- Perform clerical duties such as filing, photocopying, collating, faxing etc.
- Collect rents & fees and distribute client allowances
- Maintain inventory of supplies
- Other duties, as assigned

Qualifications: High school diploma. Experience in a front office, handling receptionist responsibilities, proficient with Microsoft Office Suite, excellent interpersonal skills, good written and verbal communication skills, ability to be resourceful and proactive in dealing with issues that may arise, ability to organize, multitask, prioritize and work under pressure.

Salary: \$44,376 plus generous benefits

Email a resume, cover letter and contact information for 3 professional references to:

**Candice Ortiz**  
**Program Director, MTA**  
[COrtiz@acmhny.org](mailto:COrtiz@acmhny.org)

ACMH is committed to the mental and physical wellbeing of vulnerable New Yorkers and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing. ACMH is committed to becoming an anti-racist organization and seeks to promote actionable change to create an intentional culture of equity at individual, interpersonal and institutional levels.

For more information, visit our website: <https://www.acmhny.org>