



Job Description

Receptionist (Part-Time)

The Albany County Land Bank Corporation is seeking applications for a part-time Receptionist to join a growing and dynamic organization committed to revitalizing neighborhoods and strengthening communities throughout Albany County.

The Albany County Land Bank's work is largely comprised of the acquisition, maintenance, improvement, development and responsible disposition of tax-foreclosed vacant and abandoned properties acquired from Albany County. The Land Bank serves an area of more than 530 square miles that encompasses three cities (including the state capital), ten towns, six villages and numerous hamlets.

The Land Bank's real estate portfolio includes a variety of vacant lots and buildings commensurate with the County's variety of urban, suburban and rural population densities. The Albany County Land Bank is one of the largest and most active land banks in New York State is expected to experience continued growth.

Job Responsibilities

The Receptionist is responsible for answering telephones, greeting clients and visitors to the Land Bank's office and performing routine clerical, secretarial and administrative work.

- Answer telephone calls and transfer calls to the appropriate person
- Provide information to callers over the telephone
- Answer inquiries regarding services and availability of the personnel
- Greet clients, visitors and guests as they enter into office
- Provide information regarding products or services of the Land Bank
- Assist in resolving clients' issues and complaints
- Schedule, reschedule and cancel appointments/meetings
- Schedule staff appointments with clients or company representatives
- Respond to emails and office correspondence
- Update employee attendance and visitors' records
- Ensure knowledge of staff's movements in and out of the office
- Assist visitors in filling out forms
- Perform basic bookkeeping and record keeping duties
- Perform light maintenance on equipment
- Perform data entry and filing activities
- Receive and process property purchase applications and initiate application review procedures
- Keep work and reception area clean and tidy on a constant basis
- Sort and distribute incoming mail
- Monitor, stock and restock office supplies and machines
- Manage inventory of office supplies and equipment
- Order supplies and equipment when required
- Liaise between staff members and provide clerical support
- Other duties, as assigned

Desired Qualifications

- Prior experience as a receptionist or in related field
- Consistent, professional dress and manner
- Excellent written and verbal communication skills
- Competency in Microsoft applications including Word, Excel, and Outlook
- Good time management skills
- Experience with administrative and clerical procedures
- Able to contribute positively as part of a team, helping out with various tasks as required
- Attention to detail, good organizational and record-keeping skills; ability to multi-task
- Ability to routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
- Interest in working with challenging properties in distressed neighborhoods for a mission-driven organization designed to serve the public interest and support neighborhood revitalization
- Familiarity with geographic areas served; knowledge of Land Bank properties/market

Additional Information

- This is a part-time, non-exempt position
- Compensation: hourly

To Apply

All applicants should submit a resume to Erica Ganns at eganns@albanycountylandbank.org

About the Albany County Land Bank Corporation

The Albany County Land Bank Corporation was established in early 2014 by Albany County to facilitate the process of acquiring, improving and redistributing vacant and abandoned properties. The Land Bank is an organization committed to improving neighborhoods and has a responsibility to improve Land Bank properties for future use and return them to productive use. Visit www.albanycountylandbank.org to learn more.

The Albany County Land Bank Corporation is an equal opportunity employer. We seek to employ and assign the best qualified personnel in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.