

HOUSING AUTHORITY OF THE CITY OF NEW BRITAIN  
16 ARMISTICE STREET, NEW BRITAIN, CT 06053

**RECEPTIONIST/ADMISSIONS CLERK**

**POSTED 03/22/19**

**The Housing Authority of the City of New Britain** is seeking a highly motivated individual to work as **RECEPTIONIST/ADMISSIONS CLERK** in the Administrative Department at its Central Office at 16 Armistice Street, New Britain. The applicant is responsible for the highest level of customer service for both clients and staff in providing a point of contact for walk in traffic, incoming telephone calls and providing office support to the admission department. High School Diploma or equivalent, some office receptionist and general clerical experience. Ability to deal effectively with the general public and employees. Ability to learn locations and general functions of the units of the Authority For more detailed information, please refer to RECEPTIONIST/ADMISSIONS CLERK job description at [www.nbhact.org](http://www.nbhact.org).

All interested applicants must submit their resume with a cover letter and three professional references by Friday, April 22, 2019 2:30 p.m. **NO TELEPHONE CALLS WILL BE ACCEPTED. Mark outside of envelope:**

**RECEPTIONIST/ADMISSIONS CLERK POSTION**

John T. Hamilton, Executive Director  
Housing Authority of the City of New Britain  
16 Armistice Street  
New Britain, CT 06053

An EEO/AAA