

# We Are Hiring!



## PART-TIME RECEPTIONIST

The Essex County Department of Parks, Recreation and Cultural Affairs is seeking a friendly, organized, and dependable Part-Time Receptionist to serve as the first point of contact in our Administrative Office. This role is responsible for answering incoming calls, providing accurate information about programs and facilities, assisting with administrative tasks, and managing incoming mail and packages.

### KEY RESPONSIBILITIES:

- Answer and route incoming phone calls with professionalism and excellent customer service
- Provide accurate information about programs, events, facility hours, and registration procedures
- Assist patrons with basic troubleshooting related to online registrations and account inquiries
- Receive, document, and relay messages to appropriate staff in a timely manner
- Sort, distribute, and monitor incoming mail and package deliveries
- Prepare outgoing correspondence and coordinate mail pickups and deliveries as needed
- Maintain call logs, records, and departmental databases with accuracy
- Support front desk operations and general administrative functions (filing, data entry, email correspondence)
- Address customer concerns in a calm and professional manner, escalating issues to supervisory staff when appropriate

### QUALIFICATIONS:

- Prior experience in reception, customer service, or administrative support is preferred
- Excellent verbal communication and interpersonal abilities
- Proficient in basic computer applications (email, scheduling platforms, data entry systems)
- Strong organizational skills with the ability to manage multiple tasks in a fast-paced environment
- Friendly, patient, and community-oriented demeanor

### PHYSICAL REQUIREMENTS:

- Ability to sit for extended periods
- Occasional light lifting (files, office supplies)

TO APPLY, PLEASE SEND YOUR RESUME TO JAIME D'ONOFRIO AT  
[JDONOFRIO@PARKS.ESSEXCOUNTYNJ.ORG](mailto:JDONOFRIO@PARKS.ESSEXCOUNTYNJ.ORG)