



## **EMPLOYMENT OPPORTUNITY**

September 3, 2025

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### **RECEPTIONIST/ADMINISTRATIVE ASSISTANT**

The Receptionist/Administrative Assistant works under the direct supervision of the Community Manager performing general office, reception, administrative, and clerical assignments. Public contact is required. Work involves operating a multi-line phone system, providing information, explaining policies and procedures to Agency clients and the general public, transferring phone calls to the appropriate department and assisting with administrative and clerical tasks.

#### **QUALIFICATIONS:**

- High School Diploma or equivalent.
- 3-5 years office experience or completion of business oriented vocational training. Experience working with the public preferred.
- Must be able to communicate effectively over the phone and in person providing accurate responses in an efficient manner.
- Knowledge of modern office practices and equipment.
- Bilingual skills preferred.

**STARTING SALARY RANGE: \$38,110-\$45,446**

**EXCELLENT BENEFITS PACKAGE**

OPEN UNTIL FILLED

Qualified candidates should fax or email their resume and letter of interest to the Human Resources Department. E-mail [jobs@hacfl.com/](mailto:jobs@hacfl.com/) OR Fax: 954-556-4122

**NO PHONE CALLS OR WALK-INS**

Equal Opportunity Employer