



Eastern Shoshone Housing Authority
P.O. Box 1250
37 North Fork Road
Fort Washakie, WY 82514
307-332-5832 Office
307-332-1486 Fax

NOTICE OF EMPLOYMENT

Position: Receptionist
Supervisor: Executive Director
Opening Date: March 4, 2025
Closing Date: March 18, 2025
Salary: DOE
Employment Type: Full-Time/Regular

Summary: Greet people entering the establishment (ESHA), determine the nature and purpose of the visit, and direct or escort them to their specific destinations. Must impart a professional yet friendly demeanor to all incoming and outgoing visitors. Responsible for coordinating external and internal communications via the main telephone switchboard.

The Eastern Shoshone Housing Authority (ESHA) accepts applications from individuals seeking permanent employment as receptionist.

Performance Requirements (includes but not limited to):

1. Operations of the switchboard's multi-line telephone system.
2. Screen and direct incoming calls to the correct recipient. Take detailed messages as necessary and provide needed and accurate information.
3. Provide clerical support including the following: word processing, typing, filing, electronic spreadsheet use, photocopying, and facsimile service.
4. Receive calls from low-rent tenants/homebuyers & prepare detailed work orders. Input work orders in HDS housing software per tenant and cost.
5. Assist in assigning work orders when needed per supervisor request.

6. Assist in processing and tracking work order requests and maintain, compile, sort, copy, collate, file, retrieve, and purge files and records in alphabetical, numerical, and/or subject filing systems. Ensure files are properly maintained for audit and review purposes.
7. Pick-up and drop-off ESHA mail daily.
8. Log incoming mail daily and prepare outgoing letters for mailing.
9. Receive all tenant payments and assist in month-end closeouts of tenant accounts.
10. Distribute Employment Applications and Housing Applications when requested.
11. Prepare and distribute correspondence as needed.
12. Other duties as assigned.

Educational Requirements:

High School Diploma

Performance Qualifications:

Must understand and comply with all housing rules, regulations, policies, and procedures. Must be computer-literate for effective job performance; working knowledge of personal computer systems required. Must have effective communication skills (written, oral, and organizational) and the ability to effectively present information and respond to questions from groups or managers, employees, and the general public. Able to multi-task. Must pass a drug test.

How to Apply: *Persons interested in this position should submit an Eastern Shoshone Housing Authority Employment application to Gilbert Riche, Interim ESHA Executive Director at gilbert.jarvis@es-ha.com. For more information, please call (307)332-5832.*

ESHA is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, religion, color, national origin sex, age, or handicap in accordance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, The Equal Pay Act of 1963, and Section 501 of the Rehabilitation Act of 1973.