



Village of Questa **Job Announcement**

Receptionist

We are looking for a Full-Time Receptionist to join our team. You will perform various administrative tasks to support our Village and Village staff.

Job duties include, but are not limited to:

Providing excellent customer service, answering phones in a professional manner, accepting utility payments, directing calls to the appropriate department/person(s), MVD back-up and assisting Village Staff.

To succeed in this position, you must be people-oriented, have excellent interpersonal and communication skills and must be self-motivated as well as a team player.

Qualified applicants should submit a complete application, resume & letter of interest to the following address:

Village of Questa
Sarah White, Administrative Assistant
PO Box 260, Questa, NM 87556
swhite@villageofquesta.org
Fax (575) 586-0699

Interested and qualified candidates should contact the Village of Questa at 575-586-0694 to request an application. Applications will be accepted until 4:00pm, Monday, May 3, 2021.

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