

### Part-Time Information Aide (Reception)

Join OCRRA's team as a part-time Information Aide. Great opportunity for the person who enjoys interacting with people and providing outstanding customer service. Assist in front desk operations by answering multiline phone system, respond to recycling questions through on-line inquiries, sort and deliver daily mail, perform data entry and record keeping functions, prepare mass mailings, scan and copy documents as needed and provide support to other departments as necessary. Need self-starting, enthusiastic, courteous individual with good computer skills, comfortable with Microsoft Office (Word, Excel and Outlook) and is able to work well with multiple tasks. Approx. 25 hours per week; \$12.50 per hr. Applications available at [www.OCRRA.org](http://www.OCRRA.org) and accepted at OCRRA, 100 Elwood Davis Rd, N Syracuse, NY 13212 or email to [mnosik@ocrra.org](mailto:mnosik@ocrra.org). Applications must be received by 11/10/17 for consideration. OCRRA is an Equal Opportunity Employer.