



990 Pelham Parkway South ~ Bronx, NY 10461

☎: 718-792-1800 ~ 📠: 718-792-6802

🌐 www.bronxhouse.org

Job Title: Registrar
Department: Office -Union
Reports To: Office Manager
FLSA Status: Non-Exempt

Responsibilities will include the following

- Registrar must possess excellent customer service and interpersonal skills
- Must be able to function in a fast-paced environment
- Greeting members/program participates/community constituents in the main office
- Answering questions from members/program participates/community constituents
- Review registration forms
- Process cash, checks and credit card transactions; complete closeouts
- Enter registration and membership information into RECTRAC
- Take membership photos
- File registration forms
- Provide coverage for the reception desk as needed
- Enter facility reservations into database
- Assist with mailing to members or staff
- Make copies or scan documents as needed
- Other duties as assigned

Qualifications:

- Associates degree is a plus, High School diploma is required.
- Bilingual English/Spanish Albanian is a plus, not required.
- One year of office work required.

Other:

- Strong interpersonal and organizational skills
- Excellent written and verbal communication skills

This position will require a Sunday (8am to 5pm), Monday/Wednesday 9am to 5:15pm, Tuesday/Thursday 12pm to 8pm. Hours may be adjusted based on the needs of the agency. Registrar will be made aware of these changes in advance.