

## Notice of Employment

Date: February 10, 2025

The Somali Community Empowerment Association of Brooks is seeking to hire a Receptionist to join our team.

### Responsibilities:

Greet visitors and schedule appointments.

Answer and direct phone calls.

Maintain records of individuals served by the office.

Assist individuals at the help desk.

Manage the office's financial operations.

Track and register office supply needs.

### Qualifications:

High school diploma.

Proficiency in English and Somali.

Strong computer skills.

Previous office experience preferred.

Interested applicants are encouraged to submit their applications via email to [somalisceab@gmail.com](mailto:somalisceab@gmail.com).