We are looking for talent to join our team as:

**Colaboratorio Ambassador**

in a dynamic and collaborative workplace.

**Job Details:**
Responsible for greeting visitors and delivering exceptional customer service. This entails answering calls and fielding, accordingly, addressing visitor questions and needs, and providing an overall welcoming environment. This includes performing ad hoc administrative duties as needed.

**Requirements:**
Associate Degree minimum, Bachelor's degree preferred. Proficiency in computers, knowledge of Word, Excel, PowerPoint, and Outlook is a must. 1-2 years of experience as a receptionist or administrative assistant. Excellent Interpersonal skills. Planning and organizing skills. Motivated team player who can maintain efficiency and accuracy when multitasking. Ability to communicate effectively in written and verbal Spanish and English.

**The candidate must have:**
- Strong ability to build and maintain relationships
- Proficient in Microsoft Office
- Strong Communication Skills
- Ethical Conduct
- Initiative & Results Driven
- Project Management
- Personal Effectiveness/Credibility
- Collaborative Ways of Working

For more information about Foundation for Puerto Rico and this opportunity visit [www.foundationforpuertorico.org](http://www.foundationforpuertorico.org)