



NOW HIRING: Receptionist (Part-Time)

ABOUT JRA

The Jackson Redevelopment Authority (JRA) is a quasi-governmental entity dedicated to promoting economic development, revitalizing communities, and supporting strategic redevelopment initiatives throughout the City of Jackson. JRA partners with public and private stakeholders to create vibrant, sustainable growth opportunities across the city.

POSITION OVERVIEW

The Jackson Redevelopment Authority (JRA) is seeking a professional and customer-focused Part-Time Receptionist to serve as the first point of contact for visitors, tenants, and partners. This role is responsible for managing front desk operations, providing excellent customer service, and supporting daily administrative functions to ensure smooth office operations.

KEY RESPONSIBILITIES

- Greet and assist visitors, tenants, and guests in a courteous and professional manner
- Answer and direct incoming phone calls; take and relay messages as needed
- Monitor building entry and coordinate with JRA Asset Protection when necessary
- Maintain a clean, organized, and welcoming front desk and lobby area
- Receive, sort, and distribute mail and deliveries
- Provide general administrative support, including filing, data entry, and document preparation
- Assist with scheduling meetings, coordinating conference room use, and supporting event logistics as needed
- Respond to general inquiries and direct individuals to appropriate staff or resources
- Support internal teams with clerical and operational tasks as assigned

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required
- Previous receptionist, administrative, or customer service experience preferred
- Strong verbal and written communication skills
- Proficiency in Microsoft Office (Word, Outlook, Excel) and basic office equipment
- Ability to multitask, stay organized, and manage time effectively
- Professional demeanor with strong interpersonal skills
- Reliable, punctual, and able to work independently

COMPENSATION & BENEFITS

- Competitive hourly wage (commensurate with experience)
 - Flexible part-time scheduling
 - Opportunity for growth into a full-time position
 - Opportunity to support meaningful community and redevelopment efforts in the City of Jackson
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WORK ENVIRONMENT

- Office setting located at Union Station
 - Frequent interaction with the public, tenants, and external partners
 - May require standing or sitting for extended periods
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ADDITIONAL INFORMATION

- This position will support front-of-house operations at Union Station, including the future Welcome Center, by helping create a welcoming experience for visitors and providing general information about the facility and downtown Jackson.
 - This position is part-time with the potential for full-time employment
 - JRA is an Equal Opportunity Employer
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HOW TO APPLY

Interested candidates should submit a resume and cover letter to: contact@jrams.org by May 1, 2026.