

POSITION ANNOUNCEMENT

POSITION: Receptionist
REPORTS TO: Office Manager
POSTING DATE: 09/17/19
EXPIRATION DATE: 09/24/19
SALARY RANGE: Negotiable

GENERAL POSITION DESCRIPTION

Under the supervision of the Office Manager, the receptionist is primarily responsible for handling and directing all incoming phone calls in a professional, knowledgeable and courteous manner. The receptionist will also greet guests, perform other interagency communication tasks and perform some secretarial functions.

PRINCIPAL RESPONSIBILITIES

- Required hours: Monday – Friday 8:45 a.m. – 5:00 p.m.
- Answer all incoming telephone calls and announce the caller; take accurate phone messages
- Check voice mail and direct messages to appropriate staff
- Greet visitors with a positive attitude, announce their arrival, make them comfortable
- Date stamp, sort, and distribute incoming mail; meter outgoing envelopes/packages
- Distribute and notify staff of incoming faxes
- Create and split files for Foster Care and Adoption
- Maintain and update internal database
- Maintain agency meeting room schedule and distribute Evening Meeting Schedule
- Maintain common agency forms
- Maintain a neat and orderly appearance in the Receptionist Area and the Lobby
- Maintain “worker activity log book” and staff vacation schedule
- Maintain and distribute Employee Training Hour Log
- Other secretarial/business office tasks as assigned by supervisor

QUALIFICATIONS

- High School Diploma
- Two years’ office experience
- Knowledge and ability to handle a multi-line voice mail telecommunications system
- Excellent telephone skills
- Basic computer knowledge plus word processing and spreadsheet skills
- Knowledge of use and care of office machines
- Excellent communications skills, both oral and written
- Good organization skills
- Ability to work as part of a team and independently
- Ability to maintain confidentiality of work
- Ability to maintain a good attendance record
- Generate a positive attitude

Interested persons should submit a resume and cover letter to Jamie Bozarth

SPAULDING IS AN EQUAL OPPORTUNITY EMPLOYER