



Job Description

Position Title: Part-Time Receptionist

FLSA: Non-Exempt

Range: 14

(\$20.01 - \$27.59 hourly on a 14-step scale, candidates typically start at first step)

Reports to: Care Coordinator Supervisor

Supervisory Responsibilities: None

SUMMARY:

Performs receptionist duties and provides administrative/clerical support to agency staff.

Part time hours will be Monday to Friday from 10 am to 3 pm. Occasional flex to full-time based on coverage needs.

ESSENTIAL FUNCTIONS:

- Answers multi-line phone system, processes incoming and outgoing mail, greets and directs visitors.
- Assists in processing job applicants and scheduling interviews.
- Prepares letters and correspondence, proofreads documents.
- Provides a high level of support on completing projects as requested by supervisor.
- Provides support using computer applications, WORD, EXCEL, and PowerPoint.
- Receives and reconciles deliveries from external sources.
- Performs general copying, collating, and packet production, utilizes word processing system for correspondence, labels, mailing lists, resource inventory, etc.
- Manages and performs special projects according to staff and organization needs.

Knowledge, Skills, and Abilities:

- Ability to work effectively as a team member with a wide range of diverse staff and to establish and maintain effective working relationships.
- Ability to communicate verbally in the English language in face-to-face one-on-one settings, in group settings, by personal computer, or using a telephone.
- Ability to produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Computer and software skills; ability to operate general office equipment; work at a desk using phone and computer for up to eight hours a day.
- Knowledge of general office practices and procedures, ability to work independently and prioritize workload.

Minimum Qualifications:

- High School Diploma or GED and three years paid administrative experience or any combination of education and experience requirements.

Working Conditions and Physical Effort:

- Work is normally performed in a typical interior/office work environment.
- While performing the duties of this position, the employee is regularly required to talk, hear, stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls, and reach with hands or arms. The employee occasionally lifts or moves up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised Date: October 2024

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.