

Posted: <u>08/12/10</u> Expires: <u>08/18/10</u> Or until filled

F/T Position

Shift: 1st

Of Openings- 1

POSITION TITLE: Receptionist

DIVISION/DEPARTMENT: Human Resources

POSITION PURPOSE: The Receptionist is expected to have the switchboard operating promptly at 7:00 a.m. and throughout the day until 4:00 p.m. Relief switchboard coverage will be provided for a one-hour lunch, as well as morning and afternoon breaks of 10 minutes each. The Receptionist should work with relief coverage to determine appropriate times for lunch and breaks.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

- Professionally administer all incoming calls
- Ensure phone calls are redirected accordingly
- Greet guests in a professional, friendly, hospitable manner
- Open and close visitor area (when necessary)
- Type memos, correspondence, reports, and other documents
- Perform a variety of clerical duties

Qualification/Requirements:

- Excellent phone etiquette
- Excellent verbal communication skills
- Punctual
- Able to work with minimum supervision
- Should be customer service driven
- Knowledge of MS Office (Word, Excel, Outlook, Access)
- Able to multi-task
- Professional appearance

Education/Training/Experience

- High School Diploma or GED
- Minimum 1 year customer service experience