POSITION SPECIFICATION

POSITION: **Receptionist**
POSITION CLASSIFICATION: **Non-Exempt, As Needed**
SALARY RANGE: **$15.00 – $17.00 per hour**

QUALIFICATIONS:
Graduation from high school or equivalent with a general business diploma is preferable. Graduation from a business school is desirable. Working knowledge of switchboard operation, good typing skills, office practices, business English, spelling, and good telephone voice, and skills.

POSITION SUMMARY:
Under the supervision of the Executive Assistant, will greet customers and announce them to departments. Operates the switchboard and transfers calls to appropriate departments. **Not eligible for remote work due to the nature of the position.**

CRITICAL ELEMENTS:

1. Must be able to communicate orally effectively.
2. Must be pleasant and courteous to others.
3. Maintain confidentiality.

DUTIES:

1. Greet clients and guests respectfully and direct them to the appropriate offices.
2. Operate the switchboard for the agency and must be able to transfer calls and make referrals appropriately.
3. Process all incoming and outgoing mail including inter-office mail.
4. Maintain confidentiality in all matters.
5. Type general and technical materials (letters, memos, forms, etc.)
6. Perform other office-related duties as assigned by the Executive Assistant.
7. Data Entry into CAPTAIN as necessary.

This job description is not intended to be all-inclusive. The employee will perform other reasonably related business duties as assigned by the Executive Director.

This organization reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

_____ _____
Employee Signature Date

_____
Print Name

Revised: February 23, 2023
Board of Directors Approval: March 15, 2023