

Receptionist

Main Job Tasks and Responsibilities Include, but not limited to:

- greet visitors
- open, date stamp, and distribute incoming mail
- answer three-line phone system
- point of contact person for phone issues; office equipment
- ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories. This would include, but not limited to, the telephone, postage machine and copy machine.
- train to become HIPAA compliant
- prepare schedules to ensure efficiency (staff meetings; staff member schedules; events utilizing our facilities; Board of Review; etc.)
- monitor and maintain office supplies inventory
- handle customer inquiries; redirecting unable to answer questions to appropriate department.
- update/maintain township website & social media sites
- become bonded for Notary services
- assist various departments with mailings
- assist in daily housekeeping needs of facility
- Duncan Lake Sewer System Log

Education and Experience

- high school diploma with some administrative experience
- knowledge of accounting, billing, data and administrative management practices and procedures
- knowledge of clerical practices and procedures
- computer skills and knowledge of Microsoft Office with emphasis on Excel workbooks

Key Competencies

- strong communication skills
- professional telephone etiquette
- proper care of office equipment
- judgment and problem solving
- decision making
- planning and organizing
- work and time management

- attention to detail and high level of accuracy
- information gathering and monitoring
- Administrative writing skills
- Microsoft Office skills (Excel and Word are a must!)
- initiative
- integrity
- adaptability
- teamwork and collaboration
- able to work independently
- self-motivated
- Maintain a professional appearance

Hours, Benefits, and Hourly Pay

- this is a 27 hour per week position, Monday-Thursday 9:00 am to 4:00 pm (1/2 hour for lunch)
- limited benefits include paid holidays, personal/sick days, vacation days
- pay will be \$12-\$14/hr., depending on experience