



-VACANCY NOTICE-

POSTING PERIOD: November 7, 2018 – November 21, 2018

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

POSITION: Co-Receptionist/Office Clerk \$12.10 per hour/ 37.5 hours per week
8:00 am – 4:00 pm/ Monday - Friday

PROGRAM: Agency Administration

WHEN: Immediate

FLSA STATUS/CALENDAR: Non-Exempt – Full Time / Agency Calendar

DESCRIPTION:

Under the supervision of and in cooperation with the Human Resources Director and CFO, provides general office support with a variety of clerical activities and related tasks. The Co-Receptionist will be responsible for answering incoming calls, directing calls to appropriate staff, ensuring proper processing of visitors to the agency.

RESPONSIBILITIES:

- Answers telephones timely and directs the caller appropriately.
- Greets and ensures proper processing of all visitors to the agency.
- Ensures proper visitor information is recorded and badge is distributed.
- Take and retrieve messages for staff when necessary.
- Provides callers with information such as agency address, directions to the agency location, agency fax numbers, agency website, and other related information.
- Assist the CFO with clerical duties such as typing, photocopying, faxing, filing and collating.
- Assist with other related clerical duties such as typing, photocopying, faxing, filing and collating for other departments within the Agency
- Responsible for maintaining and distributing Agency Staff Phone list.
- Assist with purchases of Holy Childhood goods with appropriate areas (i.e., bakery, ceramics or woodworking).
- Maintain log sheets for agency vehicles.
- Maintain keys and pouches for agency vehicles.
- Maintain "sign in and out" logs.
- Assist with coordination and generation of the Daily Bulletin content.
- Ensure back-up coverage for time away from switchboard (planned absences such as vacation periods or appointments).
- Must demonstrate excellent attendance, practice planning in advance for anticipated absences.
- Must demonstrate sensitivity to and respect for the diverse cultural backgrounds and practices of the students, staff and families of Holy Childhood.
- Other duties may be assigned.

QUALIFICATIONS: Possession of a high school diploma or equivalent (GED). One (1) year of relevant experience and/or training, or equivalent combination of education and experience. Must possess; strong organizational skills, excellent verbal and written communication skills, possess exceptional interpersonal communication skills, ability to work independently on assigned tasks as well as to accept direction on given assignments. Must be able to work collectively with the administrative team members.

Please send cover letters and resumes to:
employment@holychildhood.org

Holy Childhood is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, gender, gender status, marital status, veteran status, national origin, or any other characteristic protected by law.

Our mission is to prepare children and adults with developmental disabilities for maximum independence and integration in the community through individualized programs and services, in keeping with the philosophy and vision of our founders. We are dedicated to serving our people in an atmosphere of dignity and compassion.