

RACINE/KENOSHA COMMUNITY ACTION AGENCY, INC.
Job Description

Job Title: Receptionist (part-time)
Responsible To: Executive Assistant
Salary Range: \$14.67/hr. - \$22.00/hr.

This is a 25 hr./wk., 52 wk./yr. position, unless programmatic needs dictate or require otherwise.

EMPLOYMENT REQUIREMENTS AND QUALIFICATIONS:

1. High School Diploma, HSED or GED is required, additional post-secondary education is preferred.
2. Working knowledge of business English, spelling and composition; current office methods and procedures.
3. Working knowledge and application of Excel and other Micro Soft suite applications.
4. Ability to operate a variety of office machines.
5. Good oral and written communication skills.
6. Must be pleasant, courteous and efficient and able to interact effectively with agency employees, clients, volunteers and the general public.

DUTIES AND RESPONSIBILITIES:

1. Assist HR and other departments with clerical and administrative duties as needed.
2. Assist in all the aspects of the Annual Holiday Basket Program.
3. Operate telephone system to relay incoming and interoffice calls. Answer telephone and route calls promptly.
4. Greet all visitors courteously, determine their needs and direct them to the proper person.
5. Provide clerical support to the administrative Executive Assistant.
6. Take accurate messages and ensure that messages are received by appropriate persons.
7. Maintain reception area in clean, orderly manner.
8. Maintain knowledge of employee in/out status.
9. Receive outgoing mail and add postage.
10. Make sure the shelves and racks are stocked with flyers and brochures.
11. Monitor maintenance of the copier supplies, e.g. toner and call for maintenance as required.
12. Attend job related, in-service and career development training and meetings as required.
13. Keep track of posting of job openings in the agency and the community.
14. Perform other duties as required or assigned.

If requested, reasonable accommodations will be made for persons with disabilities for any part of the employment process, in accordance with the Disabilities Act of 1990.

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER

Revised 04/15, 5/2018