



Title: Receptionist/Admin Assistant

Wages: Starting \$11.00 per hour/negotiable based upon experience
20-25 hours per week; Part time, Partial benefits.

Duties and Responsibilities:

Under the supervision of the Associate Director, serves as Receptionist/Admin Assistant.

- Assists in providing clerical, secretarial and other duties pertaining to the front desk for all Community Action programs (Family Development Program, Mortgage (HUD) Counseling, Food Pantry, Food Warehouse, and the Circles Program, etc.)
- Assists in referring and directing families and individuals to appropriate programs and staff.
- Assists in answering the telephone and routing calls for the agency.
- Performs clerical duties to include: copies, routing telephone messages, filing, special projects, routing mail, ordering supplies, voucher log, donor records, receipting donations, etc.
- Provide coverage at the front desk
- Performs other duties as assigned.

Factors:

- Mental application: requires moderate to heavy mental concentration to complete above duties.
- Responsibility for contacts: involves moderate to heavy contact with public and other agencies.
- Working conditions: requires light physical effort; surroundings are typical of the average office position; some lifting required.

Qualifications:

- Graduation from high school and/or GED equivalent.
- 1-2 years experience in office/secretarial employment preferred.
- Basic computer skills.
- Basic telephone skills.
- Ability to type 30-40 words per minute.
- Maintain a positive work atmosphere by behaving and communicating in a manner that fosters good relations with clients, customers, co-workers and supervisors
- Ability to meet the general public and other agency visitors with confidence, respect and professionalism.
- Ability to effectively apply general office procedures and principles.
- Ability to follow oral and written instructions.
- Ability to defuse stressful situations.
- Ability to stay relaxed in the face of other's distress
- Provide for the confidentiality of all services and communications, both written and verbal
- Strong organizational skills in managing complex tasks with autonomy
- Experience with low-income people helpful.
- Willing and able to work some weekends and/or extended hours.
- English and Spanish preferred.

How to Apply:

Apply by submitting an application to: LeeAnne Stanley, LStanley@communityactionuc.org, or in person to: Community Action Services at 815 S. Freedom Blvd., Suite 100, Provo by Monday, June 18, 2018 at 10:00 am.

Community Action Services and Food Bank is an Equal Opportunity Employer.