

RECEPTIONIST JOB DESCRIPTION

The telephone receptionist will be required to answer and direct callers to appropriate personnel and to greet and direct visitors in the office.

The essential functions are as follows:

- Answers incoming calls, determines purpose of callers, and forwards calls to appropriate personnel; takes and delivers messages or transfers calls to voice mail when appropriate personnel are not available.
- Answers questions and provide callers with address, directions and other information; welcomes on-site visitors, determines nature of their business and directs to appropriate personnel.
- Interact with clients in the retrieval of necessary documentation.
- Receives, sorts, and routes mail; maintains fax machines, assists users, sends faxes and retrieves and routes incoming faxes; creates and prints fax cover sheets, correspondence reports and other documents when necessary.
- Orders, receives and maintains office supplies.
- Performs other clerical duties such as filing, photocopying and collating as needed.
- Other duties as needed/assigned.

QUALIFICATIONS

Must have high school diploma or equivalent

1- year of related experience

Ability to write routine reports and correspondence

Bilingual in Spanish preferred

Proficient in Microsoft Office Applications

Interested candidates will need to email a copy of their current resume