



Southwest Center for Independence

Receptionist

PART-TIME, NON-EXEMPT

Position description: The Receptionist is the first point of contact for the Center and is the ambassador of our organization's first impressions on the consumers and visitors. Compassionately greets all incoming consumers and guests, helps them with directions or any appropriate information they need while maintaining a high level of company confidentiality. Professionally answers phone calls in a polite tone and re-directs calls to respective employees.

Major responsibilities:

- Serve visitors and consumers by greeting, welcoming, directing and announcing them appropriately
- Answer, screen and forward any incoming phone calls, while providing basic information when needed
- Document interactions with consumers appropriately
- Maintain tidiness of public areas and kitchen
- Attend trainings and meetings as requested
- Provides coffee and water for all Conference Room meetings
- Other duties as assigned by the Operations Manager

Qualifications:

- Proven working experience in a front office handling receptionist responsibilities
- Solid communication skills, both written and verbal
- Available to work in the office 20 hours per week
- Ability to be resourceful and proactive in dealing with issues that may arise
- Ability to organize, multitask, prioritize and work under pressure
- High school degree

This job description in no way states or implies that these are the only duties to be performed in this position. You will be required to follow any other instructions and to perform any other duties requested by a supervisor.

Print name: _____

Date: _____

Signature: _____

Job Requirements

Physical Requirements:

Check if essential to perform the job:

<input checked="" type="checkbox"/> Sit or Stand (stationary position)
<input type="checkbox"/> Walk (move or traverse)
<input type="checkbox"/> Climb (stairs or ladders) or balance (ascend/descend, work atop, traverse)
<input type="checkbox"/> Stoop, kneel, crouch, or crawl (position self, move)
<input type="checkbox"/> Pushing or pulling
<input checked="" type="checkbox"/> Reaching
<input checked="" type="checkbox"/> Repetitive motion

Lifting Requirements:

<i>Check if essential to perform the job:</i>
<input checked="" type="checkbox"/> Sedentary Work —Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
<input type="checkbox"/> Light work —Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that.
<input type="checkbox"/> Medium Work —Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/> Heavy Work —Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/> Very Heavy Work —Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Equipment and Tools:

<i>Check if use is essential to perform the job:</i>
<input checked="" type="checkbox"/> Technology —Use of computers, Microsoft Suite, and/or external databases, printers, fax, email, and/or smart phones, and/or smart television technology
<input type="checkbox"/> Company Vehicle —Use of staff vehicle and/or SWR vehicle
<input type="checkbox"/> Reliable Transportation —Use of reliable transportation
<input type="checkbox"/> Other (list) —

Print name: _____

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