



“Home is Where the Heart is!”

Job Description: Receptionist

Job Purpose: The Receptionist will welcome staff and visitors by greeting them. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties Provides general office support with a variety of clerical activities and related tasks.

- Communicates with other team members constructively in order to reduce conflict and enhance the resolution of issues.
- Assists in communication by answering, screening and transfer inbound phone calls.
- Maintains customer and employee confidence and protects operations by keeping information confidential. answer telephone, screen and direct calls
- Monitors visitor access and maintain security awareness.
- Provides general administrative and clerical support.
- Receive and sort mail and deliveries.
- Organize conference and meeting room bookings.
- Maintains a clean reception area and conference room.
- Co-ordinate meetings and organize catering.
- Monitor and maintain office equipment.
- Control inventory relevant to reception area.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications.
- Attends staff meetings, In-services and any continue education and training.
- Completes other duties as assigned.

Physical Demands/Working Conditions

- Plans and meets deadlines. Maintains a flexible work schedule to meet the demands.
- Conveys a professional, positive image and attitude regarding At Home Care.
- Demonstrates commitment to continued professional growth and development.
- This is primarily a sedentary role. Filing will be required. Lifting a minimum of 20 lbs. is also required.

Qualifications

- High school diploma and one year of administrative experience knowledge of administrative and clerical procedures
- Knowledge in the following areas is required: People Skills; Oral and Written communications.
- The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.

Communication Skills

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Become and remain proficient in all programs necessary for At Home Care. Must have a working knowledge of Microsoft Office (Outlook, Word, Excel, and Power Point) and the ability to become knowledgeable in other internal software programs.

No phone calls please. Interested candidates should apply online and upload a resume to www.AtHomeCareStLouis.com .