

# Community Action of Southeast Iowa In-House Ad

*Please Post:* November 4 through November 10, 2020

*Title:* Administration Receptionist / Secretary

*Base:* Central Office - Burlington, IA

*Salary:* \$ 10.47 per hour

*Classification:* Full Year / Part Time – 20 hours per week

## JOB DUTIES INCLUDE (but not limited to):

1. Maintain confidentiality.
2. Answer incoming telephone calls on a multi-line phone system; determine purpose(s) of callers, and forward calls to appropriate personnel or department, retrieve messages from voice mail and forward to appropriate personnel
3. Answer questions about the Agency and provide visitors/callers with addresses, directions, employment applications and other information as required.
4. Stamp outgoing mail and record program postage charges. Receive, sort, and route incoming mail; maintain and route publications as appropriate.
5. Maintain fax machine; assist users of fax machine; send faxes; retrieve and route incoming faxes as needed.
6. Enter data into client database, tabulate evaluations and enter survey results into computer program. Create memos, correspondence, reports and other documents as necessary using the computer.
7. Perform clerical duties such as filing, photocopying, collating and shredding as needed.
8. Assist with monthly board meals and other meeting meals if necessary.
9. Stock paper and deliveries with ability to occasionally lift 50 lb paper boxes or other items.
10. Model professional behavior and dress code.

## JOB QUALIFICATIONS:

1. Minimum of high school diploma or GED. Prefer one year office experience; at minimum should have six (6) months verifiable experience. Must have experience working with a multi-line telephone system.
2. Must be at least 18 years of age.
3. Experience working with computer, including Word and Excel; working knowledge of office machines.
4. Must have a pleasant telephone manner, clear speaking voice, and ability to hear incoming calls in an occasionally loud work environment. Ability to relate positively with the public.
5. Ability to lift and/or move up to 25 pounds.

If interested in applying for this position, contact Community Action of Southeast Iowa, 2850 Mt Pleasant St, Suite 108, Burlington, IA 52601, or call (319)753-0193, and submit an updated agency application by 5:00 pm Tuesday, November 10, 2020.

HEAD START Parents: The above position is currently being advertised to staff. Your application will be considered if no staff applies.

*Affirmative action / Equal Opportunity Employer*