

Community Action of Southeast Iowa In-House Ad

Please Post: November 16 through November 20, 2020

Title: CSBG Receptionist
Base: Tallarico Center, Keokuk
Salary: \$ 10.47 per hour
Classification: Full Year/Part Time – 20 hrs / week

JOB DUTIES INCLUDE:

1. Answer incoming telephone calls on a multi-line telephone system; determine purpose(s) of callers, transfer calls to appropriate personnel or department.
2. Answer questions about the Agency; provide callers with addresses, directions and other information as required, logging calls when information and/or referrals are provided.
3. Take and/or give accurate messages for staff members.
4. Welcome on-site visitors, determine nature of business and announce visitors to appropriate personnel.
5. Train on Agency information tracking system.
6. Assist with the food pantry, unloading trucks, putting away food, preparing food packets (requires lifting and carrying groceries).
7. Stamp outgoing mail and record program postage charges. Receive, sort and route incoming mail; maintain and route publications as appropriate.
8. Occasionally required to take outgoing mail to post office at end of workday; may do errands for Agency.
9. Perform other clerical duties such as filing, photocopying, collating and word processing as requested.
10. Create memos, correspondence, labels and other documents as necessary using the computer; assist with projects such as collating, laminating and/or preparing information and materials as designated by the supervisor.
11. Assist users of fax machine; send out-going faxes, retrieve and route incoming faxes as needed.
12. Assist with reports as designated by the supervisor.
13. Assist in maintaining the center's appearance by doing minimal cleaning and straightening.

JOB QUALIFICATIONS:

1. Must be at least 18 years of age. Have minimum of High school diploma or GED.
2. Have prior experience working in office environment and ability to handle a busy multi-line telephone system. Have working knowledge of computers including word processing, spreadsheets, data bases and internet.
3. Ability to sit for long periods of time and to occasionally lift and/or move up to 50 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 Friday, November 20, 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