

Community Action of Southeast Iowa In-House Ad

Please Post: November 22, 2024 to November 28, 2024

Title: Receptionist

Base: Burlington, IA -Central Office

Salary: \$14.72 an hour

Classification: Part-Time – 20 Hrs Weekly

JOB DUTIES INCLUDE:

1. Maintain confidentiality.
2. Answer incoming telephone calls on a multi-line phone system; determine callers' purpose(s), forward calls to appropriate personnel or departments, and take and deliver messages.
3. Answer questions about the Agency and provide visitors and callers with addresses, directions, employment applications, resources, and other information as requested.
4. Welcome on-site visitors, determine the nature of business, and announce visitors to appropriate personnel.
5. Process outgoing mail with the postage machine. Receive, sort, and route incoming mail; maintain and route publications as appropriate.
6. Perform clerical duties such as filing, photocopying, collating, shredding, and word processing as needed.
7. Create memos, correspondence, reports, and other documents as necessary using the computer.
8. Help maintain accurate records for the agency and its programs.
9. Enter data into client databases, tabulate evaluations, and enter survey results into computer programs.
10. Assist with compiling monthly Board packets, mailings, employee binders, and other information.
11. Assist with monthly board meals and other meeting meals as necessary.
12. Stock paper and distribute deliveries, with the ability to occasionally lift 50-pound paper boxes or other items.
13. Maintain site security, including monitoring security cameras and locking doors at the end of the work day.
14. Assist the office team in keeping common areas supplied, clean, and orderly.
15. Occasionally required to drive outgoing mail to the post office at the close of the workday or may do errands for the Agency.
16. Fill in for the essential duties of the Office Manager when they are absent.
17. Model professional behavior and dress code.

JOB QUALIFICATIONS:

1. High school diploma or HISET/General Education Degree (GED). Prefer one year of office work experience, at minimum six (6) months required.
2. Employee should have experience working with a multi-line telephone system and have a working knowledge of office machines.

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 November 27, 2024..

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