

Helen Purcell

Job Opportunity

Date Posted: 4/18/24

Application Deadline: upon filling position

Department: Administrative Services

Position: Receptionist

Status: Non-Exempt Part-time

Salary: \$12.00

Minimum Qualifications:

Certification Required: None

Physical requirements: None

Preferred knowledge and skills:

Basic computer skills including Micro Soft Office package and Quickbooks.

Key Responsibilities and Accountabilities:

Overview: The Receptionist works to assure each visitor to Helen Purcell is greeted in a courteous and professional manner and is directed to the proper individuals to receive whatever assistance they are in need of. The Receptionist interacts with residents, staff and visitors in a positive, professional and friendly manner while striving to meet the goals as set forth in Helen Purcell's Mission and Vision.

Essential Job Duties:

The Receptionist:

1. Maintains regular attendance by working all shifts as scheduled.
2. Monitors door cameras to allow access to building
3. Greets visitors and directs them as appropriate
4. Answers routine questions from residents and visitors
5. Maintains security of building by following established procedures
6. Assist with making copies as needed
7. Process mail as needed
8. Shred documents as needed
9. Assemble New Hire packets
10. Assist with monthly billing as needed
11. Maintain calendar for activities scheduled in the Community Room
12. Performs other related duties as assigned.

Internal Applicants: Submit letter of interest before the posting deadline

External Applicants: Please Submit Application and Resume via mail, Fax, in person or via our web-site by the application deadline to:

Helen Purcell

Attn: Missy Miller

1854 Norwood Boulevard

Zanesville, OH 43701

FAX: 740-453-6674

Web site: www.helenpurcell.org

Helen Purcell is an Equal Opportunity Employer