



Receptionist

Manchester, MO (63011)

8:00 a.m. – 12:30 p.m. (22.5 hrs./wk.) Mon-Fri

General Description:

- Represents agency as initial contact with the public. Greets the public and responds to inquires in a professional manner.
- Answers basic information and referral calls. Directs calls to appropriate staff
- Assists administrative staff when necessary
- Maintains basic knowledge of agency activities, policy, organization, procedures, and current calendar of agency events
- Handles confidential matters judiciously
- Adherence to all agency policies and procedures
- Supports a collaborative and respectful environment that welcomes and encourages diversity, inclusion, and equal access to opportunity for employees and participants
- Maintains a positive attitude about the agency and upholds the agency's mission during work-related and non-work-related interactions with the public and other staff

Requirements:

- High School diploma or equivalent and one year of administrative experience in an office setting. Receptionist experience preferred.
- Must pass a pre-employment background check and drug test (we do not test for cannabis, we do test for other controlled substances)
- Basic competency in Microsoft Word, Excel and Outlook
- Excellent verbal and written communication skills
- Occasional local travel to run office errands as requested. Must have a valid driver's license, reliable transportation and automobile insurance as required by the law
- Must be able to move about the office and bend, stoop and stand as needed

Benefits Package:

- \$15.00hr. (22.5 hrs./wk.)
- Dental & Vision
- Excellent Retirement Savings Plan
- 7 Paid Holidays
- 17 days PTO
- Life Insurance with buy up options

Interested in this position?

Contact H.R. Specialist *Laura Reich*

Direct ph: (636) 207-4231

Lreich@agingahead.org

EOE

(636) 207-0847 ~ 14535 Manchester Road ~ St. Louis, MO 63011

www.AgingAhead.org