



## **Receptionist**

### **Manchester, MO (63011)**

8:00 a.m. – 4:30 p.m. (40hrs./wk.) Mon-Fri

#### **General Description:**

- Represents agency as initial contact with the public. Greet 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:**

- \$15.45hr. (40 hrs./wk.)
- Medical, PPO or HSA
- Dental/Vision
- Excellent retirement savings plan
- 14 Paid Holidays
- 17 Days PTO
- Life insurance with buy-up options
- Employer paid short-term disability
- Employee Assistance Program

*Interested in this position?*

Contact H.R. Specialist Laura Reich

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EOE

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