



All Peoples Community Center JOB ANNOUNCEMENT

Date of Announcement:	August 15, 2022
Agency:	All Peoples Community Center
Job Title:	Receptionist
Salary Range:	\$16.00 - \$17.50 per hour (40 hours per week)
Closing Date:	Position will remain open until filled
Start Date:	Immediately
Program:	Administration
Send Resume:	Shalanda Mays jobs@allpeoplescc.org

DUTIES AND RESPONSIBILITIES

- Answer phones and direct calls
- Greet visitors
- Take accurate messages
- Log incoming and outgoing mail/distribute mail to appropriate boxes
- Compose correspondence, and complete reports
- Data Entry required for reports
- Provide clerical support as needed
- Schedule Appointments for Clients
- Supervise Community Service Volunteers
- Perform additional duties as assigned by Supervisor

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- AA degree or 3 years' experience in customer service
- Experience working with persons of different ethnicity and socio-economic backgrounds
- Fluent in English and Spanish
- Ability to multi-task and flexibility to meet deadlines
- Ability to type 50 wpm accurately
- Computer literate in Excel and Microsoft Word
- Live Scan Required
- Ability to work Monday through Friday flexible shifts and some Saturdays.

All Peoples Community Center is an equal opportunity employer and adheres to hiring practices in accordance with Federal and State regulations