

**JOB TITLE:** Office Support-Receptionist

**LOCATION:** Pima County One Stop Career Center (**ARIZONA@WORK**)

**RESPONSIBLE TO:** Pima County One-Stop Office Manager/Agency – SER-Jobs for Progress, Inc.

**HOURS:** 8:00 a.m. – 5:00 p.m. / Monday to Friday

**HOURLY WAGE:** \$15.50/hour / 40 hours per week, plus Benefits

**Examples of Work Performed/Duties:**

- Greet persons entering the establishment, determine nature and purpose of the visit, and direct or escort them to specific destinations;
- Answer incoming calls, provide information, transfer calls, and/or take messages as necessary;
- Relay and route written and verbal messages;
- Transmit information or documents for customers, using computer or facsimile machine;
- Enter customer data into various computer programs;
- Schedule appointments and maintain and update appointment calendars;
- Provide information about establishment, such as location of departments or offices, employees within the organization or services provided;
- Receive and distribute correspondence;
- Other administrative duties as assigned

**Knowledge of:**

- Administrative/clerical/office procedures and systems, such as word processing and the managing of files, financial records and databases;
- Principles and processes for providing excellent customer service;
- Operating telecommunication systems and,
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.

**Skills:**

- Operate a variety of office equipment, including personal computers, facsimile machines, photocopiers, and calculators;
- Communicate effectively, understand and follow instructions;
- Multi-tasking, attention to detail and,
- Learn to use customized databases.

These are examples of duties that may be assigned to the incumbent. It does not imply that this position will perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. This is a grant-funded position and is contingent on available funding. Full time, Mon-Fri, 8-5

**Preferred Qualifications:**

- Front desk receptionist experience
- Bilingual English/Spanish preferred
- Valid AZ DL

**Prior to hiring, applicant will be subject to a background check which includes criminal history and fingerprint verification.**

**How to apply: email a cover letter and a resume no later than 5:00 p.m. April 1, 2022.**

**Please indicate what position you are applying for on the email subject line.**

**To: Erik Dorame – serjobs85713@yahoo.com**