



JOB DESCRIPTION

POSITION TITLE: Receptionist (Front Desk)

GENERAL DUTIES: To provide receptionist duties for The Arc Caddo –Bossier Administrative Office and administrative support for Community Homes.

PREREQUISITES FOR THE POSITION:

1. Maintain Professionalism
2. Be able to read, write, and speak English.
3. Be at least 25 years old.
4. Be able to answer the telephone in a professional manner.
5. Be able to correctly perform basic arithmetic calculations using decimals and fractions.
6. Demonstrated ability to operate Excel, Word, Email (Outlook) and APS computer software system on the computer.
7. Possess reliable transportation and be Punctual.

KEY FUNCTIONS OF THE POSITION:

1. In a professional manner, greet people entering the building, answer any questions, provide directions, and alert staff when someone is there for them.
2. In a professional manner, answer a multiple phone line system, manage calls by routing them to the proper extensions.
3. Assist new applicants who come into the building to apply for positions, including providing them with applications, pen, and clipboard along with any reference material as needed.
4. Manage the log of who is entering the building.
5. Maintain time sheet files of Community Homes Staff.
6. Obtain appropriate signatures for payroll instruction sheets, on-call logs, staff change of status sheets etc. File in staff files in a timely manner.
7. Accept deliveries and mail, organize them for distribution to the correct recipients and manage outgoing mail for pickup.

