

Office Assistant / Receptionist

We are looking for a competent Office Assistant/Receptionist to help with the organization and running of the daily administrative operations of the department. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This position is expected to exercise full occupational-level skills in the performance of a wide range of clerical tasks. These tasks include, but are not limited to the following:

- Typing of reports, letters, agendas, meeting minutes, etc. from rough draft, marginal notes or verbal instructions. Responsible for punctuation, capitalization, spelling, grammar, format, proper number of copies and enclosures.
- Provides receptionist services to include screening and directing office visitors and telephone callers and supplying requested information.
- Receives and routes incoming mail and dispatches outgoing mail.
- Assists with accounts payable entry and processing.
- Ordering of apparel for the District and maintaining inventory levels.
- Operates all office machines and equipment incidental to clerical and communication responsibilities.
- Performs other work as assigned

REQUIREMENTS FOR THE POSITION:

A high school education with actual clerical work experience of a minimum of two (2) years. Proficiency with computer applications including Microsoft Excel, Outlook and Word. Excellent verbal, written and interpersonal communication skills with the ability to develop strong working relationships with staff at all levels within the organization.

The ability to carry out routine and special assignments efficiently, accurately, and in a professional manner. A courteous and polite manner in dealing with the public we serve is essential. A valid driver's license required as well as drug screen and background check.

An online application and job description can be found at www.ccf6.org An application and resume must be returned to tinam@ccfd6.org no later than 5 p.m. on Friday, November 6, 2020.

The annual salary range for this position, depending on experience and qualifications, is \$41,600 - \$49,920. The position is expected to begin on December 1, 2020.