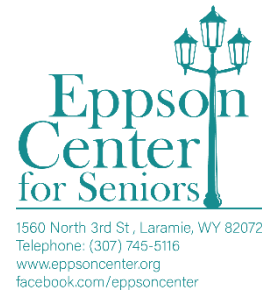


## **JOB TITLE**

Receptionist

## **HOURS**

Part-Time/Non-Exempt; Monday-Friday,



## **EPPSON CENTER FOR SENIORS MISSION**

All employees at the Eppson Center for Seniors must display dedication *TO PROVIDE LIFELONG SUPPORT FOR INDEPENDENT LIVING*

## **QUALIFICATIONS**

### *Required Education and Experience*

- High school diploma/GED or equivalent experience
- Prior experience in Customer Service
- Familiarity with MS Office products including Word and Excel
- Proficient in using Gmail

### *Preferred Education and Experience*

- 1-2 years of administrative experience
- Acquainted with non-profit organization

### *Skills and Experience*

- Ability to work with public
- Telephone communication skills
- Ability to perform office duties, filing, operating computer, printer, copy machine and fax machine
- Professionalism

## **DUTIES AND RESPONSIBILITIES**

- Provide excellent customer service via telephone and in person
- Answer telephone and direct calls to proper individuals
- Greet patrons as they come into the center
- Provide assistance to patrons coming in to the Center
- Help patrons with sign in process for My Senior Center
- Distribute and collect AGNES forms
- Work collaboratively with Morning Receptionist to ensure both positions are following correct protocols
- Keep lobby neat and organized

Eppson Center for Seniors provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Eppson Center for Seniors complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Eppson Center for Seniors expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

- Assist department heads with projects, mailings, and communications
- Other duties as assigned
- *Abide by all personnel policies and guidelines, including all matters of confidentiality, ethical communication, and safety and risk management set forth by the Executive Director and the Eppson Center's Board of Directors*

## **RELATIONSHIPS**

Supervised by the Executive Director. Works closely and maintains communication with Executive Director, morning Receptionist, and all other staff members. Communicate effectively, written and verbally, with all staff and patrons.

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