

# Part-time Receptionist

Family Counseling Center



**Days/Hours:**, Monday – Saturday, Fill in hours until September Starting September 10-15 hours per week, with the possibility of more later on.

**Wage:** \$12 per hour, DOE

We are looking for a Receptionist who is computer proficient, to help fill-in until September, where we would establish a part-time schedule of 10-15 hours per week, with the possibility of more hours down the road. The ability to work on Saturdays is a must. As a receptionist, you are our first line in greeting and helping our clients. Your role will be to maintain professionalism, excellent customer service and create and maintain an efficient, pleasant work environment.

## Job Duties:

- Check-in clients
- Take payments
- Answer phones
- Scan documents
- Make copies
- Greet clients

## Necessary Job Skills/Qualifications:

- Strong Leadership/Collaboration Skills
- Experience with a Variety of Software Programs (ie Excel and Microsoft Word)
- Excellent Customer/Client Service
- Time Management
- Detail/Accuracy Oriented
- Strong Communication Skills
- Must be reliable
- Must have a professional appearance

**To Apply:** Submit a resume, and completed standard application in person to Family Counseling Center located at 1112 Washington Street.