

Job Description

Enrichment Services Program, Inc.

Job Title: Receptionist

Date: April, 2017

Department: Early Childhood & Family Services

Classification: Non-Exempt

Job Reports To: Center Manager

Job Summary:

Incumbent answers and routes telephone calls and greets and directs visitors to the appropriate area.

Major Responsibilities/Activities:

- Answer and route calls to appropriate area, log messages, greet visitors and direct them as appropriate.
- Provide support to the Center Assistant by making copies and distributing correspondence.
- Provide support to the Center Assistant by routing incoming correspondence.
- Participate in soliciting In-kind contributions.
- Perform other duties as assigned by the Center Manager

Minimum Requirements:

- High School Diploma or General Education Degree (G.E.D.)
- Minimum one year related experience
- Basic computer proficiency with Microsoft Word and Outlook

Essential Mental Functions:

- Ability to communicate effectively with staff and public.
- Demonstrate the ability of good interpersonal skills.

Essential Physical Functions:

Incumbent is regularly required to walk, sit, use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

Regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used:

Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.

Additional Comments:

Acknowledged by _____ Date _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.