

**Position:** **Front Office Receptionist – Part Time**  
24 hours per week and coverage when needed

**Reports to:** Accounting Office Manager

**Position Summary:** Responsible for all clerical functions pertaining to the front desk

**Minimum Education:** High School or equivalent

**Minimum Experience:** 1 – 3 years in clerical position, Health Records Software knowledge preferred

**Required Certification/Registration:** None

**Other:** Computer literacy, good telephone manners, knowledge of Electronic Health Care Software.

1. Greets and screens all visitors/clients and briefly ascertain the nature of their business and direct them to the appropriate person.
2. Operates switchboard, takes all incoming calls and switches them to appropriate staff.
3. Records messages accurately and transmit them in a timely manner.
4. Handles daily incoming and outgoing mail to ascertain that it is routed and delivered correctly. This includes dividing staff mail from clients mail and placing staff mail in appropriate mailbox.
5. Keeps reception and waiting area neat and presentable at all times.
6. Knowledge of programs operations and staff members.
7. Creates ID badges for all client population.
8. Inputs client information and daily changes into Electronic Health Records software.
9. Handles cash & all sales provided at front desk, which consists of phone cards, postage stamps, staff lunch tickets, vending machine refunds and purchase of toiletries. Tallies start-up cash and end of day cash.

