



TITLE: RECEPTIONIST / FILE CLERK

IMMEDIATE SUPERVISOR: HUMAN RESOURCE MANAGER

DUTIES/RESPONSIBILITIES:

The Receptionist/File Clerk has the overall responsibility for answering and dispatching telephone calls to Directors and Management Members of Lucas Professional Center; ensures that a friendly, professional face greets all guests entering the facility for business transactions and meetings. The Receptionist/File Clerk distributes applications for employment to interested persons and delivers completed applications to the Human Resource Department at the close of business daily. The Receptionist/File Clerk is responsible for the electronic ordering of office supplies essential for office use. The Receptionist/File Clerk prints forms as requested by Supervisors and Managers for weekly/monthly use and additionally files mandatory documents in the personnel files of employees and the record files of individuals enrolled in Lucas Lodge programs. The Receptionist holds confidential information for various applicants, visitors and guests entering Lucas Professional Center at all times.

Under general supervision of the Human Resource Manager, the Receptionist has the overall responsibility for ensuring that calls are dispatched to appropriate members when received. Additional office tasks may be assigned as needed to maintain a professional office environment.

EDUCATION AND EXPERIENCE:

High school graduate (or equivalent) with a minimum of one year's experience working in an office environment.

LICENSURE (CERTIFICATIONS REQUIRED):

Current Virginia Driver's License or Valid Picture ID.

MINIMUM KNOWLEDGE, SKILL AND ABILITY:

Ability to clearly communicate both orally and in writing.
Efficient in computer skills with a knowledge of Microsoft Office products.
Knowledge of Client/Employee Confidentiality.
Possess a caring attitude and enjoy assisting others.
Possess a pleasant speaking voice and maintain professional attire.

GENERAL DAYS AND HOURS OF WORK:

This is primarily a day position, Monday through Friday 10:00 AM to 2:00 PM., however afternoon or weekend hours may be required at times for coordination of special assignments.

PHYSICAL DEMANDS:

May be sedentary and require sitting for long periods of time. May require lifting of light to moderately heavy boxes required for filing and/or storing mandatory documents monthly.