JOB POSTING

DATE: January 19, 2011

DEPARTMENT: Administrative

REPORTING TO: Tina Hummel, Director, Business Operations

JOB TITLE: Receptionist

STATUS: Full Time Position

SHIFT/HOUR Days/8:00am to 4:00pm

JOB SUMMARY:

Responsible for providing reliable information, assistance and referral services. Issue agency material to visitors and direct them to appropriate departments and appointments. Provides callers with information. Handle multi-line telephone system.

PRIMARY JOB FUNCTIONS:

Acts as the initial point of contact for the agency greets clients, visitors, vendors and volunteers in a warm, friendly and professional manner. Maintains a tidy appearance at receptionist counter, atrium, and elevator. Possesses good communication skills. Assist as translator for non-English-speaking clients. Coordinates client appointments with social workers, notifies social workers when clients arrive.

Process and register new clients for on-site daily meals, add data to the Client Tracking System for the Los Angeles Department of Aging. Process City Ride applications, distribute monthly taxi vouchers, and bus passes for new clients and registered clients. Verify City Ride membership status by utilizing [www.ladotransit.com](http://www.ladotransit.com) website.

MINIMUM EXPERIENCE:

* Two + years Receptionist experience to include knowledge of general clerical duties
* Bilingual English/Spanish is required
* Proficiency in all Microsoft Office applications
* Excellent telephone etiquette
* Ability to effectively and courteously interact with the public
* Other duties as assigned

If you are interested in applying for Receptionist job opening please contact: Gina Provencio at 213-388-4444, ext. 221 or submit your resume to [gprovencio@sbssla.org](mailto:gprovencio@sbssla.org)