Adult Health Center

FRONT OFFICE CLERK-PART TIME

JOB TITLE: Front Office Clerk

Reports to: Director, Adult Day Care Services

Department: Receptionist

OVERALL OBJECTIVE: Provides clerical support at front desk duties to include supportive services to clients. Must be detailed oriented, with strong interpersonal skills. This person will report directly to Director, Adult Day Care Services.

**AREAS OF RESPONSIBILITY**:

* Greets clients and visitors
* Answer phones, take messages and forward calls
* Works in conjunction with other staff to assist program needs
* Creates various sign-in sheets
* Check-in and Check-out clients using a specific sign-in sheet
* Pay ACCESS drivers
* Print monthly Transportation logs for drivers
* Other clerical duties as assigned

**MINIMUM EXPERIENCE:**

1. 1 year office experience, with good typing and computer skills.
2. High school graduate or equivalent
3. Ability to comprehend both written and spoken English.
4. Bi-lingual Korean speaking is a plus

Please submit your cover letter, resume, and references to Gina Provencio at GProvencio@sbssla.org.