

Receptionist (West County Office)

Department: Operations Reports to: Executive Assistant Revision Date: 7/2010	FLSA: Non-Exempt Grade:
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POSITION SUMMARY

Perform receptionist duties to include operating a multiple telephone line console.

JOB DUTIES/ESSENTIAL FUNCTIONS

1. Receive all incoming calls through operation of multiple telephone console.
2. Secure identity of calls and connect to appropriate parties.
3. Receive visitors and announce to proper party.
4. Retrieve and relay messages from voice mail.
5. Match personal lines, commercial lines, and general services mail.
6. Maintain announcement board.
7. Schedule conference rooms as needed.
8. Other duties as assigned.
9. Prompt and reliable attendance required.

NONESSENTIAL FUNCTIONS

1. General filing, which may require some lifting and reaching.

POSITION REQUIREMENTS

Education/ High School diploma or equivalent required.
Experience: Minimum of one year switchboard experience required.
Computer/word processing experience preferred.

Licensure/ N/A
Certification:

Personal Projects professional image. Friendly, positive attitude with a willingness to help others.
Characteristics: Good organizational skills. Above average command of English language.
Innovative; able to offer suggestions for improvement of operations.

I have read and understand the Receptionist job description and can perform the essential functions with or without reasonable accommodation. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities at any time. This job description reflects management’s assignment of essential functions but does not prescribe or restrict the tasks that may be assigned.

Further, I understand that this job description in no way constitutes a contract of employment or restricts the rights of the Charles. L. Crane Agency Company as an “at-will” employer under Missouri law.

Signature of Employee

Signature of Supervisor

Date

Date