



Front Desk Receptionist, Monday-Friday 8am-5pm

St. Vincent DePaul is looking for a Receptionist at our Chad Drive location. The Receptionist is responsible for greeting clients and visitors, giving client's directions to various programs, contacting employees regarding visitors, answering phones, and taking messages.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Answer phones, transfers calls, redirect callers, answer questions, greet and help visitors
- Take rent payments and write receipts
- Upkeep all lobby documents - for tenant, property management, employment, etc.
- Handles all incoming and outgoing paperwork
- Accept deliveries from all shipping vendors
- Date stamp incoming documents, i.e. rent payments, job applications, and waitlist applications
- Receive wait list applications and employment applications.
- Communicate with staff to let them know their appointments have arrived
- Handle checks to be picked up
- Lower and raise flag
- File currently I-9's
- Create and write our monthly staff Birthday cards
- Make sure the cleaning staff have the supplies they need
- Hand out and track In store credit cards and gift cards
- Schedule FedEx Pick ups
- All laminating projects (Truck tags etc.)

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Prior experience as a receptionist or in related field
- Consistent, professional demeanor
- Excellent written and verbal communication skills
- Competency in Microsoft applications including Word, Excel, and Outlook
- Good time management skills
- Ability to handle high stress situations
- Experience with administrative and clerical procedures
- Able to contribute positively as part of a team, helping out with various tasks as required

## **HOW TO APPLY**

If you feel you are qualified and want to apply for this position submit a St. Vincent De Paul (SVdP) job application online at <https://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.