**Front Desk Receptionist**

St. Vincent De Paul 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, keys, and paperwork to be picked up
* Lower and raise flag
* Create and write our monthly staff Birthday 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, help with various tasks as required

**Schedule:** Monday-Friday 8:30am-5pm

**Job Type:** Hourly. Ful-time.

**Wage:** $18.50 per hour

**Benefits:**

* Health and Dental insurance
* Employee Assistance Program
* Employee discount
* Flex time
* Vacation and holiday pay
* 401 (k)