

JOB DESCRIPTION: Receptionist

Job Title:	Receptionist	
Department:	Fiscal	
Reporting to:	Chief Financial Officer	
Department Head:	Chief Financial Officer	
Level: <u>Individual Contributor</u>	Type of position: <u>Full Time</u>	FLSA Status: <u>Exempt</u>

Position Summary
<ul style="list-style-type: none"> ▪ Provides general office support with a variety of clerical activities and related tasks.
Key Responsibilities
<ul style="list-style-type: none"> ▪ Answer incoming calls and direct calls to appropriate staff. When directing calls, use judgment to determine priority and urgency, and take appropriate actions to locate the appropriate staff, especially when requested staff member is out of office. ▪ Greet visitors and have them sign in, and notify requested staff of arrival ▪ Office administrative support: Receive agency mail and distribute to appropriate staff. Prepare all out-going mail by applying appropriate postage, depending on requested mailing priority (e.g. certified, registered, over-night, 2nd day air, etc.). Maintain the postage meter – checking balance and changing dates. Maintain sufficient levels of supplies as pertaining to job responsibilities. ▪ Ordering office supplies ▪ Manage Staff Room Reservations ▪ Manage Outside Organization Room Reservations ▪ Prints out Time logs and visitor's logs ▪ Update staff extension list ▪ Human Resources support: Maintain staff training records in Relias. Support with on-boarding (ordering badges, make temporary business cards for staff, set up desk for new staff). ▪ Strictly enforces confidentiality regulations and HIPAA at all times
Knowledge
<ul style="list-style-type: none"> ▪ Basic understanding of NJ System of Care ▪ Understanding of Agency's mission and practice model (Wraparound) ▪ Organizational structure ▪ Care Management operations and practices
Skills
<ul style="list-style-type: none"> ▪ Microsoft Office – Word, PowerPoint, Excel, and Outlook ▪ Organizational and communication skills ▪ Simple data base management and reporting
Qualifications: Education and Experience
<ul style="list-style-type: none"> ▪ High School diploma ▪ Two-year experience working in a professional office environment ▪ Knowledge or experience with social and human services a plus

Other Qualifications (certification, licensure, etc.)

- Valid NJ driver's license
- Bi-lingual skills a plus
- Pre-employment background check and regular motor vehicle record check are required.