

JOB DESCRIPTION

Receptionist

St. Francis Center, Riviera Beach, FL

Full-Time- 37.5 hours per week

Reports to: Operations Director

Supervises: None

FLSA (Federal Labor Standards Act) Status: Non-Exempt

Essential Duties and Responsibilities:

- Provides clerical support to the St. Francis Center Operations Director.
- Prepares labels and envelopes for mailings
- Processes and delivers all inter-department and US Mail
- Assist with phot copying or duplicating materials as needed
- Assist with special projects as needed for other St. Francis departments
- Provide backup coverage for Building Coordinator
- Accompanies clients/visitors to the appropriate office
- Keeps order in the waiting room
- Assists with keeping cleaning supply and vending machine inventories.
- Participates on a CQI (Continuous Quality Improvement) team.

Qualifications:

- High School Diploma or GED equivalent
- Two years of clerical experience
- Bilingual in Spanish or Creole a plus
- Proficient in Microsoft Office programs (MS Word, Excel, Access, Outlook, etc.)
- Excellent and professional telephone manner, interpersonal skills, confidentiality
- Ability to work effectively with Diocesan employees, department heads, representatives of other agencies and the public.
- Ability to exercise good judgment, exercise discretion and maintain confidentiality.
- Strong organizational skills
- Capable of multitasking
- Ability to work independently
- Ability to use office equipment (fax, computer, copier etc.)

- Catholic Charities employees will be provided with the training to develop an understanding of and sensitivity to cultural differences. This sensitivity includes but is not limited to specific cultural and ethnic groups, religious differences, various socio-economic groups, and those living alternative lifestyles.
- Support of Catholic Church teachings
- Florida Driver's License with excellent driving record

Physical Requirements:

- Willingness to respond to emergency situations without notice
- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Frequent use both hands and fingers (i.e., typing)
- Frequent extended periods of sitting
- Occasional periods of standing, kneeling, and climbing
- Occasional ability of minimal hearing (i.e., driving) and routine hearing (i.e., listening to others in conversation)

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Reviewed/Approved By:

CEO-Executive Director: _____ Supervisor: _____ Human Resources: _____ Operations Director: _____

Hand delivered on _____, by _____ (Supervisor)
to _____ (Employee).

I acknowledge receipt of and understand of my job responsibilities as outlined in this job description.

Signed: _____ (Employee) Date: _____

Signed: _____ (Supervisor) Date: _____

Copies: Supervisor, Employee

Original: Human Resources