

Solutions for Care

Job Description

Job Title: Receptionist/Office Support

Basic Function

Solutions for Care is committed to preserving the dignity of all older adults and their families. Under the leadership of the Executive Director and other management, the receptionist will personify this mission statement. The Receptionist/Office Support personnel will provide assistance, investigate and solve problems or questions regarding services and programs. The Receptionist/Office Support personnel will also interact with office staff on a daily basis.

Job Duties and Responsibilities:

- Maintain a professional manner in all interactions with the public, welcoming all visitors in person or on the telephone
- Maintain a safe and clean reception area by removing expired flyers, updating information as received
- Check the schedule of office staff daily
- Maintain confidentiality of all and any client information
- Complete training to handle all inquiries regarding RTA passes
- Complete training to assist in data entry tasks
- Receive, sort and distribute all office mail
- Ensure outgoing mail is recorded and handled daily utilizing proper postage
- Maintain business office inventory and equipment by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Receive and distribute agency mail daily
- Ensure that all outgoing agency mail is handled daily
- Prepare and complete bank deposits on behalf of the agency
- Appropriately file all agency documents in the finance office
- Appropriately file all client files and information

Education and Experience

- High School Diploma or GED required
- Previous Reception experience preferred
- Computer skills required

Schedule

- Monday thru Friday. Full time hours 9:00Am to 5:00pm (7.5 hour day with .5 hour unpaid lunch)

Send resumes to Jorge Velazquez, ADRN Supervisor at jvelazquez@solutionsforcare.org or Sarah Saenz, Executive Director at ssaenz@solutionsforcare.org