

Gulf Coast Trades Center

Job Announcement

Position: Residential Receptionist (evenings & weekends)

Position Available: 1

Opening Date: October 18, 2017

Closing Date: Open Until Filled

Salary: \$9.00 hourly

Status: Non-exempt

GENERAL DESCRIPTION:

Welcome and direct all residential visitors. Assist the Residential Program Specialist in preparation of daily forms and paperwork. Answer phones, take messages, and direct calls to appropriate extensions/persons after 4:00 P.M. Perform other general clerical duties as necessary.

REPORTS TO:

Residential Director

SUPERVISES:

None

QUALIFICATIONS:

- Minimum of high school diploma or GED.
- Must pass a criminal history check.
- Must pass a drug screen.
- Must have documentation of successful completion of Standard First Aid and CPR.
- Must have minimal clerical knowledge.

SPECIFIC DUTIES:

- The ability to transfer phone calls to proper personnel and extensions.
- Accurately take and relay messages to the appropriate parties.
- The ability to make copies of residential paperwork, maintains paperwork in residential file cabinet, and pass out residential forms to residential staff.
- The ability to assist with student movement when students are making phone calls.
- Must make sure 30 minute dorm counts are completed and accurate.
- Provide basic information regarding the center to callers as well as visitors.
- Assist students with phone calls and maintenance of log.

Contact:

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