



JOB DESCRIPTION

Job title	<i>Receptionist</i>	FLSA Class:	<i>Non-Exempt</i>
Department	<i>Behavioral Health</i>	Position Type:	<i>Full Time</i>

Job purpose

Under the direct supervision of the administrative supervisor, the receptionist will be attending to clients either in-person or via telephone.

Duties and responsibilities

- Handle office reception, routine telephone calls and correspondence duties
 - Answering, forwarding and screening phone calls
- Greet visitors and clients with a positive, helpful attitude
- Manage and maintain office equipment and supplies inventory and professional resource library
- Keep detailed and accurate records of visitor requests and of calls received
- Receive deliveries; sort and distribute incoming mail/package
- Maintain reception area and all common areas in a clean and tidy manner at all times
- Assist colleagues with administrative tasks
- Participate in community/agency liaison activities to assure community awareness of services and programs
- Assist in monthly outreach and educational event

Qualifications

- Minimum educational requirement is high school diploma, but Bachelor's degree and previous experience in community services preferred.
- Bilingual, including ability to read and write, in English and Chinese (Cantonese and/or Mandarin) required.
- Good organizational skills and ability to work independently with a high degree of accuracy, attention to detail and conformity to procedure required.
- Good communication and interpersonal skills, including ability to coordinate and cooperate with others required.
- Must have valid California Driver's License, auto insurance and available transportation.

Direct reports

Administrative Supervisor