

JOB POSTING

RECEPTIONIST

Famicos Foundation is looking for a receptionist for its very busy front desk. The Receptionist position is a critical role at Famicos, for several reasons. This person is the face of Famicos. Since we don't get a second chance to make a first impression, it is critical that appearance and disposition reflect the positive nature we want to present to the public. Another reason this is so critical is that if we don't have someone at the front desk, we cannot conduct a significant part of our business—in person or over the phone.

The receptionist takes care of visitors, answers and routes calls, responds to questions at the front desk and on the phone, takes care of the mail, creates documents and spreadsheets for various departments and works on special projects that the supervisor requests. The receptionist also takes maintenance requests from residents and, unfortunately, is sometimes the first person who encounters a resident with a complaint. The person in this position has to be aware of all the many programs that Famicos offers, and the qualifications for some of them.

The hours are Monday-Friday, 8:30am – 5:00pm. The pay is \$17.00-\$17.50/hr.

Please send email with resume to: dwalker@famicos.org