

ESKATON
RECEPTIONIST/OFFICE ASSISTANT

DEPARTMENT: Administration

Exempt _____ Non-exempt _____ X _____

JOB SUMMARY

The Receptionist receives visitors, answers phones, ascertains their needs and contacts proper authority, and performs related clerical duties according to the project assigned.

JOB RELATIONSHIPS

Responsible to: Business Office Manager

Workers Supervised: None.

Interrelationships: Works closely with the administrative staff of the Corporate Office, sales and maintenance representatives, personnel at all Eskaton facilities, and persons visiting the Corporate Office or making contact via telephone. Internal contacts with all levels of management and staff throughout the corporate structures.

QUALIFICATIONS

Education:

High school or equivalent G.E.D., including courses in typing required.

Training and Experience:

Experience as a receptionist with public contact desirable. Experience with PC and related software preferred.

Job Knowledge:

Knowledge of telephone etiquette, interpersonal communication, typing formats for correspondence and documents, calendaring, and filing.