



Front Desk Receptionist

Position Summary: Under the direction of the Human Resources Department Manager, the Front Desk Receptionist provides reception and clerical duties to support overall coordination of agency business.

Essential Responsibilities: The Front Desk Receptionist will:

- Answer/route all incoming telephone calls.
- Greet, assist and direct visitors.
- Communicate with Professionalism and Respect.
- Adhere to Confidentiality and HIPAA compliance.
- Assist with operation of office equipment.
- Provide support for MSSCA trainings.
- Organize and distribute pay checks and payables.
- Process and distribute mail and faxes.
- Provide support services within HR team.
- Perform a variety of clerical duties.
- Assist with maintaining building security.
- Perform duties in a manner that promotes health and safety.

HOURS OF WORK: 1 Part-Time position: Monday- Friday 12:45p -5:00p, 21.25 hours a week.

Must be available for occasional additional coverage due to training, vacation, preplanned time off and sickness. Extra coverage hours would range from an additional few hours to a 40 hour work week.

EMPLOYMENT BENEFITS:

Paid Vacation Leave	Paid Sick Leave
Paid Holidays	Jury Duty/Funeral/ Leave
Personal Leave	Employee Assistance Program

Minimum Qualifications:

- Education: Must be 18 years old and have a high school diploma or GED.
- Experience and Skills: At least one year of customer service experience and general office experience or equivalent vocational/technical training. Experience with front desk operations, operating multi-line phone system and office equipment (e.g. copier, fax, computer, printer, postage machine, etc).
- Proficient with standard office computer software programs such as Microsoft Word, Excel, Publisher and Outlook. Minimum typing speed of 40 wpm.

Licensure, Certification, Registrations: A current TB test. Successful candidates must submit to a criminal background check as required by state regulation which includes providing one clear fingerprint card before hire. Candidate must also provide three verifiable references.

MSSCA is an equal opportunity employer and we value diversity. All employment is decided on the basis of qualifications, merit and consumer need.

Applications, transfer requests and complete copies of the job description can be obtained at the main office: Mat-Su Services for Children and Adults, Inc., 1225 W. Spruce Avenue, Wasilla, AK 99654. You may also apply for the position from the employment tab on our website at www.mssca.org/apply, or fax your application in at (907) 352-1249

Close Date: January 15th @ 1:00 pm