



# 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: Part-Time position:** *Monday- Friday 8 am-1 pm, 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 & Sick leave (amount increases with tenure & accumulates based on hours worked)
- Seven Paid Holidays
- Paid Jury Duty & Funeral Leave
- Free Employee Assistance Program
- Extensive Paid Training 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](http://www.mssca.org/apply), or fax your application in at (907) 352-1249

**Close Date:** May 14<sup>th</sup> @ 1pm