



## **JOB POSTING**

### **Position title: Front Desk Assistant – Part time**

The Front Desk Assistant provides general office support with a variety of clerical activities and related tasks. Responsible for answering telephones and directing callers to the appropriate department, greeting visitors to the agency, and directing them to the appropriate personnel. Provides callers with information such as agency address, directions to the agency location, agency fax numbers, agency website and other related information, receiving mail and deliveries, and keeping lobby area tidy.

**Requirements:** This position requires 6 months to 1 year of relevant experience and/or training.

**Submit resume and salary requirements to:**

Email to [hrdept@fcsnashville.org](mailto:hrdept@fcsnashville.org) OR

Fax to 615-866-5122 OR

Mail to 2400 Clifton Avenue, Nashville, TN 37209

EOE M/F/D/V