



JOB POSTING

Position title: Receptionist

The Receptionist provides general office support with a variety of clerical activities and related tasks, in a fast-paced environment.

Duties and Responsibilities

- Answer telephones and directs the caller to the appropriate department.
- Greets visitors to the agency and directs 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.
- Responsible for keeping lobby area tidy.
- Responsible for ordering and maintain office supplies.
- May also assist with other related clerical duties such as photocopying, faxing, filing and collating.
- Process and distribute mail daily. Coordinate the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Coordinate services from different vendors.
- Assist Director of Facilities and Operations as necessary.
- Assist in coordinating appropriate use of meeting rooms.
- Regular attendance during office hours and reliable transportation required.

Requirements: This position requires a high school diploma or equivalent (GED). 6 months to 1 year of relevant experience and/or training, or equivalent combination of education and experience required.

Submit resume, salary requirements and if interested in Full or Part- Time to:

hrdept@fcsnashville.org

EOE M/F/D/V