

# **TITLE OF POSITION: RECEPTIONIST**

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**TITLE OF IMMEDIATE SUPERVISOR: OFFICE MANAGER/ADMINISTRATOR**

**RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED**

<b>DUTIES OF POSITION</b>
Greet people, answer the phones, and light clerical duties.
<b>POSITION RESPONSIBILITIES</b>
Greet people as they enter the Agency, answers calls, answers general information questions, screens visitors and delivers messages.
Type memos, correspondence, agendas and reports as required.
Assist with accounting functions as assigned, e.g., ledger entering, account processing, etc.
Make appointments and informs staff members of meetings.
Maintain files for the Agency.
Open and sort mail.
Photocopying as required.
Perform other duties as required.
<b>JOB CONDITIONS</b>
Position is stressful in terms of meeting deadlines.
It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
It requires minimal lifting of office records and printouts.
The ability to read 12 point and larger type is required.
One must be able to hear adequately on the telephone with no more than an amplifier and be able to communicate both verbally and in writing in English.
<b>EQUIPMENT OPERATION</b>
The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.
<b>COMPANY INFORMATION</b>
Has access to all patient medical and financial records, which may be discussed with all management staff.
<b>QUALIFICATIONS</b>
1. Must have a High school education.
2. Must have a minimum of six months office experience.
3. Must possess typing and other clerical skills.
4. Must have a criminal background check.
<b>ACKNOWLEDGMENT</b>
<b>EMPLOYEE NAME</b>

**EMPLOYEE SIGNATURE**

**DATE**