



2229 FIFTH AVE., HAVRE, MT 59501  
PHONE: (406) 265-6743 FAX: (406) 265-1312

## APPLICATION COVER SHEET

**Job Title:** NMDCDC Desk Receptionist

**Wage:** \$12.76 per hour

**Hours:** 40 per week, 52 weeks per year

**APPLICATION DEADLINE:** 5:00 pm, Tuesday, August 18<sup>th</sup>, 2020

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### PLEASE PROVIDE

1. COVER LETTER
2. RESUME
3. COMPLETED APPLICATION COVER SHEET
4. COMPLETED AND SIGNED DISTRICT 4 HRDC EMPLOYMENT APPLICATION
5. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION

**POSITION SUMMARY:** Receptionist, general assistance in all areas of administration including computer operation, reports, record keeping, mail, and multi-line telephone system.

### MAJOR RESPONSIBILITIES:

1. Answer all incoming calls route, or take messages. Direct customers to appropriate programs or staff and provide appropriate application forms. Must speak clearly.
2. Perform all duties related to mail including sorting incoming mail, posting outgoing mail, postage meter maintenance, and preparing bulk mailings. Must operate a motor vehicle to make daily mail runs to the post office or main HRDC site.
3. Maintain forms and brochures; ensure that an adequate supply is available. Review and update forms and brochures as needed.
4. Keep supply room, copy room, waiting area and reception area neat.
5. Make travel arrangements, including hotel/motel reservations, for agency staff

### ADDITIONAL RESPONSIBILITIES HRDC - NMDCDC DESK:

1. Deliver supplies and mail from HRDC site to Lincoln Site and vice versa
2. Maintain Office Supplies/Consumables inventory, keeping it updated and checking it weekly. Reorder when necessary.
3. Work positively with preschool children.
4. Maintain and set up contracted services appointments, i.e. laundry services, carpet cleanings, plumbing, etc for NMDCDC site and other sites as necessary.
5. Able and willing to work with children and adults in a flexible schedule that may include some evenings or weekend hours.
6. Assist in classrooms and Wrap Around Care as needed
7. Update information into program databases, including CDS, AIM and ChildPlus.
8. Maintain and update NMDCDC program calendar.
9. Assist Administrative Manager with staffing requirements for Child Care Licensing, STARS to Quality, and staff background checks.

**Commented [A1]:** What inventory is being maintained, updated and reordered

**Commented [A2]:** Is this for all of NMDCDC or just at HRDC? Who is currently doing this?

