



APPLICATION COVER SHEET

Job Title: NMCDC Desk Receptionist

Wage: \$12.76 per hour

Hours: 40 per week, 52 weeks per year

APPLICATION DEADLINE: 5:00 pm, Friday, December 4th, 2020

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 - NMCDC 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 NMCDC 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 NMCDC program calendar.
9. Assist Administrative Manager with staffing requirements for Child Care Licensing, STARS to Quality, and staff background checks.

- 10. Receive all visitors to the children's center and direct visitors to the appropriate staff.
- 11. Relay messages related to the bus and child attendance to the appropriate staff.
- 12. Assist Administrative Manager in maintaining personnel files and records within ChildPlus software.

MINIMUM QUALIFICATIONS:

- 1. High school diploma or equivalent (GED/HSE).
- 2. Two years' experience in a related office or customer service environment.
- 3. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record, and meet insurability requirements for agency automobile insurance policy. Willingness to use own vehicle as needed in the performance of job duties.

ADDITIONAL INFORMATION –

- 1. *We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*
- 2. *Occasional travel for trainings may be required.*
- 3. **EXCELLENT BENEFITS ARE PROVIDED BY HRDC.**
- 4. *Background Check required before applicant is hired.*
- 5. *Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.*
- 6. *Application will be rejected if incomplete or unsigned.*

PLEASE ANSWER THE FOLLOWING QUESTION

- 1. **From the Job Description for the Receptionist please tell us what experience you have had that qualifies you for this position.**
