

CAPC, Inc.
RECEPTIONIST

Position: **Receptionist;** non-exempt, hourly, part-time (20-25 hours Weekly)

Supervised by: Senior Administrative Specialist

Supervisory Responsibilities: None

Job Duties:

- Provide superior customer service to company employees, callers and visitors entering and exiting the CAPC office
- Anticipate and fulfill needs of office operations
- Set up and coordinate calendared events/meetings
- Oversee the scheduling and usage of office meeting rooms and open work areas
- Maintain the organization and neatness of the front desk, customer waiting area, conference room, Employee Bulletin Board and display windows
- Act as a directory for inquiries by routing customers and employees to the correct company contact or resource
- Operate CAPC's telephone system and accurately document, route and transfer callers and messages
- Manage outgoing mail and incoming deliveries
- Circulate companywide messages via text message, telephone, email or flyer
- Keep copiers, printers and fax machines, break areas and office supply areas stocked
- Assist with CAPC fundraising events
- Assist with CAPC Individual & Staffing events
- Open the office promptly at 7:30 AM, Monday through Friday
- Run errands regarding bank deposits
- Cleaning and organization of the breakroom and common areas in the office
- Have knowledge about CAPC's Organization and history to be able to relay information to community members
- Specific projects as assigned
- Fulfill mission, goals, and objectives of CAPC

Position Requirements:

High school diploma or GED; At least one year of clerical/office experience; Ability to multi-task; Possess high level of comfort with public interaction; Solid communication skills (written and verbal); Detail oriented; Ability to read speak, write English; Knowledge of general office/clerical duties including operation of multiple line phone system; Proficiency navigating the internet, computer networking systems, and MS Office programs (Word, Excel, PowerPoint, Publisher, Outlook, Access, Adobe); Ability to type at speed of 40 WPM; Valid CA driver's license; Safe, reliable vehicle with current registration and insurance; Recent DMV print-out with good driving record; Ability to lift between 50 lbs to 75 lbs and pass post-offer physical; CPR and First Aid Training by completion of second week of employment; Ability to work independently with or without direct supervision; Exercise sound judgment at all times.

CAPC, Inc.
ADMINISTRATIVE ASSISTANT

Desirable Qualifications:

Volunteer or paid work experience with persons with disabilities; Higher education; Bilingual in Spanish and English

Wage and Benefits:

\$17.50 to \$19.00 per hour depending on education
Medical/Dental/Vision and 401K with 25% company match
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