

**Community Career Development  
Wilshire-Metro Work Source  
Department of Human Resources  
Job Description**

**Job Title:** Receptionist  
**Department:** Operation  
**Reports To:** Front Office Manager  
**FLSA Status:** Exempt  
**Salary:** \$DOE  
**Approved By:** Human Resources

**SUMMARY**

Receives large amount of incoming calls at establishment, determines nature of business, and directs callers to destination by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Welcomes, greets customers.
- Answers and directs phone calls.
- Operates PBX switchboard.
- Provides clerical support to program staff.
- Collects and distributes mail and messages.
- Operates office equipment such as computer, facsimile machine, copier, etc.
- Provides general clerical and customer service support to the Resource Center.
- Participates in CQI (Continuous Quality Improvement).
- Performs other duties as required.

**QUALIFICATIONS / EXPERIENCE**

Candidates must have six months related experience and/or equivalent combination of education and experience. High school diploma or general education degree (GED) required.

The ideal candidate will be a self-starter with the ability to prioritize, follow direction, meet deadlines, multi-task and perform under pressure while maintaining a professional and courteous demeanor. We offer a well-balanced benefits package. Salary range is \$28 – 36k, DOE. The position will be based out of our Van de Kamp Innovation Center Office in Atwater.

Please send resume, expected salary range (required) and cover letter explaining how your experience fits this job description.

[pvanast@communitycareer.org](mailto:pvanast@communitycareer.org)