



Job Announcement

JOB TITLE: Receptionist

LOCATION: 4520 N. Central, Phoenix

SALARY: DOE

HOURS OF WORK: Full Time, Monday – Friday, some evenings and weekends

CHAIN OF AUTHORITY: Office Manager

CLOSING DATE: Open Until Filled

DUTIES: Initial contact for Phoenix Indian Center clients and visitors. Provides excellent internal and external client service via telephone and in person. Interact with diverse internal and external clients in a professional manner. Provides clear and concise information about Phoenix Indian Center programs, will work as a two-person team. Ability to handle multi line telephone. Familiar with MS software programs (Word, Excel and Outlook). Receive incoming telephone calls, transfer calls to appropriate team member. Take accurate messages as necessary, transmit information to team member via email. Greet and direct visitors to appropriate program and/or team member. Maintains and updates some team appointments on the MS Outlook Calendar. Schedules initial appointment for clients. Refers clients to appropriate external programs or services as appropriate. Provides assistance to those clients who require help in the Computer Resource Area. Prepare and sent out faxes as required for clients and team. Compose flyers, job announcements and help keep the Client Resource Area updated. Input client sign in information to the Bear Tracks system. Distribute job announcement information verbally and to potential applicants. Distribute and respond to requests of Center program department information verbally and in writing, including Special Events. Other duties as assigned.

REQUIREMENTS: High School Diploma or GED, some college preferred. Knowledge of computer operations and MS software (Word, Excel, Outlook, etc.) Excellent client service skills. Able to maintain professional working relationships with team. Must be reliable and able to report to work at 8:00 AM. Good oral and written communication skills. Ability to type 40 to 50 WPM. Familiar with social and economic needs of off reservation American Indians. Able to multi task. Able to work with confidential material. Familiar with social and economic needs of off reservation American Indians. Valid Fingerprint Card.

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference, a copy of tribal affiliation must be submitted with resume and supplemental information form.

Note - All team requirement(s):

- Must have or be able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days of employment
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements
- Must be available to work evenings and weekends

SUBMIT CURRENT RESUME INCLUDING SUPPLEMENTAL INFORMATION TO:

Phoenix Indian Center Personnel

cortiz@phxindcenter.org

602-264-6768 Ext 2103

SUPPLEMENTAL INFORMATION FORM CAN BE FOUND ON:

www.phxindcenter.org

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