



## Job Announcement: Receptionist

(accepting applications until 10/31/2019)

This 36-hour position serves as the “face of the Center”. It requires excellent verbal communication skills with the ability to greet callers and visitors in a friendly manner that makes them feel comfortable and welcome.

### General Responsibilities:

- Provide reception desk coverage, greeting visitors and callers in a pleasant and helpful manner, establishing a positive rapport.
- Manage the switchboard, answering and directing incoming calls to the appropriate person and taking messages when necessary.
- Greet visitors, answer general questions, and direct them appropriately.
- Manage data entry projects.
- Open and distribute incoming mail.
- Maintain meeting room schedules.
- Update the physicians’ database in CounselEAR ensuring accurate information is listed for each physician.
- Assist in checking Medicaid eligibility at the beginning of each month.
- Assist with notifying clients when appointments need to be cancelled or rescheduled.
- Assist in Business Office, as needed.
- Keep the lobby and seating area neat and tidy. Inform the facility assistant if there is anything specific that needs attention.
- Other administrative/clerical duties needed to support Center operations.

### Qualifications:

- Must have good computer skills and be proficient in the use of Microsoft Excel
- Must be detail oriented and able to multi-task
- Must be able to work both independently and as part of a team
- Must be able to communicate appropriately with clients and staff at all levels of the organization

Email Resume: [kdeeter@columbusspeech.org](mailto:kdeeter@columbusspeech.org)

Mail Resume: Columbus Speech & Hearing Center, Attn: Director of Operations

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