

JOB POSTING

Receptionist

GENERAL DESCRIPTION:

Entry level support position that performs general administrative office duties including, but not limited to, answering and directing calls, receiving public visitors, answering general customer inquiries, receiving mail and deliveries, and providing basic clerical support. Position requires excellent verbal and written communication skills, positive demeanor, professional appearance, and reliable attendance. Work is performed under general supervision of the Office Administrator.

ESSENTIAL JOB FUNCTIONS:

- Ensures full-time coverage of reception desk during normal working hours
- Answers phones, transfers calls and/or relays messages to appropriate staff
- Greets and directs visitors, customers, and vendors; monitors visitors access
- Processes outgoing and incoming mail, faxes, and deliveries
- Maintains common staff calendar to communicate employee attendance
- Maintains and updates lobby electronic bulletin for public notices and announcements
- Schedules and organizes conference room bookings
- Answers general inquiries from the public and customers
- Provides general administrative and clerical support as requested
- Prepares correspondence and documents as needed
- Monitors and maintains office equipment
- Organizes and maintains office supplies, reception area and conference rooms
- Due to District's emergency response role, provides support before, during and after major storm events and emergency situations.
- Other job duties as assigned

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- High school diploma with experience in administrative and clerical procedures

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be customer-service oriented
- Must be able to operate various office machines (e.g. computer, fax, copier, printer, etc.)
- Proficient with computers and Microsoft Office software (Outlook, Word, Excel & Powerpoint)
- Working knowledge of computers with experience in Microsoft Office programs
- Must be a detail-oriented and produce quality work products
- Must be reliable and punctual, and maintain consistent attendance in accordance with assigned schedule and attendance policies
- Excellent verbal and written communication skills
- Ability to set and adjust priorities while working in a fast-paced environment

JOB POSTING

Receptionist

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to type
- Ability to sit at a desk and view a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer
- Ability to access file cabinets for filing and retrieval of data
- Light (up to 15 pounds) lifting and carrying

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment
- Due to District's emergency management response role, position is required to provide support before, during and after major storm events and emergency situations.

Salary Grade: 106 – Hourly Minimum: \$14.11 (Annual Minimum: \$29,348.80)

Interested candidates should submit an application or resume to Melissa Wheelihan by one of the following methods:

- Email: MWheelihan@lwdd.net
- Fax: 855-327-4846
- Mail: Lake Worth Drainage District
Attention: Melissa Wheelihan
13081 Military Trail
Delray Beach, FL 33484

To obtain a complete job posting and an application, please visit the District's website at <http://www.lwdd.net/contact/job-opportunities>

Lake Worth Drainage District is an Equal Opportunity Employer and does not discriminate because of age, color, disability, ethnicity, marital or family status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law. Preference in appointment will be given to eligible veterans and spouses in accordance with applicable law. A Veterans' Preference Information form is available upon request.