

Job Posting –Prairie Five Receptionist/Support Staff

Position: Receptionist/Support Staff
Location/Department: Montevideo, MN
Status: FT (Monday-Friday) 8:00 am – 4:30 pm-
Non-Exempt

Qualifications or Skill Required:

- Ability to use multiple-line telephone system for over 25 different programs,
- Ability to work with 25+ office staff providing technical and secretarial assistance.
- Ability to meet multiple deadlines and work on multiple tasks
- Ability to work with the public daily
- Experience working with Microsoft Word, Office, Excel, Publisher, ability to learn other software programs as requested
- Must have excellent communication and customer service skills
- Letter writing ability, accurate grammar, organizational, and problem-solving skills.
- Ability to work independently and as a member of a team.
- Accuracy in working with numbers for statistical reports
- Experience with fax, copy, calculators and postage machines

Responsibilities:

- Receiving visitors at front desk by greeting, welcoming, directing and announcing them appropriately.
- Answering screening and forwarding incoming calls
- Responsible for maintaining and operating fax, postage and copy machines
- Monthly Agency billing for approximately 10 programs.
- Daily pickup, logging, sorting, and distribution of mail
- Work with various spreadsheets for program accountability
- Responsible for coffee shop (billing, procedures, etc.)
- Part of work team setting up Central Intake System.
- Responsible for setting up vehicle maintenance
- Backup to Administrative Assistant

Application Deadline: Open Until Filled

Interested applicants should forward resume to:
Prairie Five
Human Resources Department
P.O. Box 159
Montevideo, MN
HR@prairiefive.org