



Weekend Receptionist - *Casual weekends 8:00am - 2:00pm and 2:00pm - 8:00pm*

Primary Responsibilities:

- Answers, screens and transfers telephone calls to appropriate personnel in a courteous, professional manner.
- Takes accurate messages.
- Uses paging and intercom system appropriately.
- Greets and directs visitors in a friendly manner.

Prerequisites:

- High school graduate or G.E.D. with typing skills and knowledge of basic office procedures.
- At least sixteen years of age
- Professional, pleasant telephone/communication skills.
- Possess the ability to deal with staff, visitors and residents in a professional, compassionate manner.