

PART TIME RECEPTIONIST

LOCATION

Libertyville, IL

WORK SCHEDULE

Varied Weekday Evenings: 3:00 – 9:00pm

Saturdays: 8:30am – 2:00pm

REPORTS TO

Program Director/Executive Director

PRIMARY DUTIES AND RESPONSIBILITIES:

Welcomes and attends to students and customer's inquiries on the phone, in person, and via email. Supplies information regarding the organization and programs to the public. Adheres to all protocols and procedures in line with the organization's goals, strategies, and values.

The Receptionist position includes a wide range of duties including, but not limited to the following:

- Answers phones: screens calls, forwards calls, and/or records and forwards messages accurately.
- Assists current customers and students with program enrollment and tuition payments.
- Sells programs to those inquiring in person, over the phone, and via e-mail.
- Organizes physical and electronic files as required.
- Responsible for physical room setup and break down for classes and programmed activities and events.
- Responsible for maintaining the reception area, kitchen, and waiting room's general appearance along with keeping building and grounds tidy.
- Supports Adler staff with assigned project based work.
- Responsible for securing and locking building and out-buildings at the end of work shift.
 - Additionally, responsible for end of shift COVID-19 safety and sanitizing procedures.



COMPENSATION

\$15 per hour

QUALIFICATIONS

Education:

Some college preferred

Knowledge, Skills and Abilities:

- Well developed organizational and computer skills
- Microsoft Office, Office 365, Excel experience
- Good verbal and written communication skills
- Professional personal presentation
- Ability to apply procedures to work problems and situations
- Ability to establish priorities and maintain productivity despite interruptions
- Ability to establish and maintain a positive and professional relationship with staff, faculty, clients, and students.

CONTACT:

Email cover letter and resume to ellen@adlercenter.org.

