

Concierge / Receptionist

DEPARTMENT: Administration

POSITION SUMMARY

The purpose of the Receptionist is to greet and assist visitors to the facility and perform clerical support as necessary.

POSITION RESPONSIBILITIES INCLUDE:

- Operates telephone/paging system in accordance with facility policies and procedures.
- Maintains a current listing of residents by name and room number, personnel and departments. Maintains a current listing of residents that may not receive telephone calls due to their condition.
- Greets visitors to the facility and directs them appropriately. Offers visitors beverages, if appropriate.
- Monitors presence and location of sales personnel in facility.
- Issues and collects temporary identification badges as visitors sign in/out at the facility.
- Receives, sorts and distributes all incoming mail.
- Assists with administrative duties as required, including typing, filing, etc.

QUALIFICATIONS

Education:

High school diploma or equivalent required.

Training and Experience:

Minimum one year experience in a clerical support position.

The final candidate must successfully pass The Reutlinger's post offer, pre-employment testing which includes a criminal background check, drug test, COVID test, TB screen test and health screen. All staff, except wait staff and dishwasher positions, must be at least 18 years of age.

The Reutlinger is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.