



County Welfare Directors Association of California

Position Announcement

Position: Receptionist

Position Type: Full-Time, Non-Exempt

ABOUT OUR ORGANIZATION:

The County Welfare Directors Association of California (CWDA) is a non-profit association representing the human service directors from each of California's 58 counties. CWDA's mission is to promote a human services system that encourages self-sufficiency of families and communities and protects vulnerable children and adults from abuse and neglect.

ROLES AND RESPONSIBILITIES:

We seek a highly personable, professional front-desk receptionist to join our dynamic team. Candidate must have the ability to multi-task in a fast-paced environment. Greet office visitors enthusiastically; answer, screen, and transfer incoming phone calls; perform data entry and a wide range of clerical duties. Demonstrate excellence in customer service, time and priority management, and written and verbal communication skills. Competitive compensation and generous benefit package offered.

If you exemplify a value-based approach, demonstrating integrity, credibility, consistency in performance, and a strong team orientation, we hope you'll apply. Patience, flexibility, adaptability, creativity, and a desire to serve are all helpful traits in the success of this role.

ESSENTIAL FUNCTIONS:

- Support Executive Assistant and association staff with office needs
- Answer telephone and field calls
- Greet and assist incoming visitors
- Office-related work, such as filing, copying and compiling documents, sorting and distributing mail and deliveries
- Ensure knowledge of office staff calendar of events
- Open and prepare office each morning
- Monitor and maintain reception, conference room, and break room areas
- Order supplies and maintain office inventory and equipment
- Meeting support
- Document proofreading

REQUIRED SKILLS:

- Ability to multi-task
- Excellent customer service skills
- Team oriented with a focus on collaboration
- Strong written and verbal communication skills
- Proficiency with Office suite, especially Outlook, Word and Excel
- Basic office knowledge such as filing, copying, and compiling documents
- Ability to organize work and manage time to accomplish assigned tasks
- Basic proofreading knowledge
- Detail oriented, organized, and tidy

EDUCATION AND EXPERIENCE:

Any combination of experience and education that provides the required knowledge and abilities will be considered qualifying.

COMPENSATION:

Commensurate with experience, plus a generous benefit package.

TO APPLY:

Please send cover letter, resume and references no later than November 15, 2019 to:

CWDA
Attention: Receptionist Recruitment
925 L Street, Suite 350
Sacramento, CA 95814

Fax (916) 443-3202

Resumes may also be emailed to: tmetcalf@cwda.org

Please feel free to call the CWDA office with questions: 916-443-1749.