



The mission of Tri-CAP is to expand opportunities for the economic and social well-being of our residents and the development of our communities.

## **Full-time Receptionist Wanted**

We are looking for a compassionate, enthusiastic, and motivated person to provide professional, courteous customer service at our Administrative office. This person will be the face of Tri-CAP in our bustling front lobby area- our Director of First Impressions!

Primary responsibilities of this full-time position will include:

- \*Provide exceptional customer service to customers in person and by phone using multiple line system.
- \*Connect customers/visitors with appropriate staff person. Log all visitors in agency software.
- \*Assist with distribution of agency incoming mail, faxes, packages, etc.
- \*Assist with outgoing mail – bulk, packages, certified mailings, etc.
- \*Assist with meeting set-up, refreshments, etc. Maintain reception area- keep resources up to date, keep area neat and orderly.
- \*Perform opening and closing facility maintenance/safety checks.
- \*Maintain knowledge of internal and external resources to provide appropriate referrals to customers.



***Starting wage is \$11.83 per hour and includes a comprehensive benefits package***

## **Qualifications**

- \* High school equivalent and at least one (1) year's work experience in office administration.
- \*Proficiency in Microsoft Office Products- Word, Excel, Outlook, etc.
- \*Excellent customer service skills- in person and by phone.
- \*Ability to work as a part of a team, and function in fast-paced environment.
- \*Ability to maintain confidential information.
- \*Demonstrated effective oral, written and interpersonal communication skills.
- \*Ability to operate standard office equipment as required.
- \*Bi-lingual (Spanish or Somali) preferred.

## **For application materials contact:**

For application materials, visit our website: [www.tricap.org](http://www.tricap.org) or email us at [hr@tricap.org](mailto:hr@tricap.org) or you can visit our office for an application. Applications must be received no later than Tuesday, April 24, 2018.