

## JOB OPENING

SERTOMA CENTRE, INC.  
4343 West 123rd Street  
Alsip, IL 60803

**POSITION TITLE:** Secretary/Receptionist – 123rd Street  
Part-Time

**POSITION REPORTS TO:** Office Manager

**POSITIONS SUPERVISED:** None

### **POSITION SUMMARY:**

The Secretary/Receptionist is responsible for reception duties, including greeting visitors, answering/directing phone calls, typing, and other clerical duties as assigned. This position is part of the Human Resources Department but also provides clerical support to other departments as needed.

*This is a part-time position, Monday – Friday, 10:00 a.m. – 4:00 p.m.*

As a Part-Time 30 hour/week employee with Sertoma Centre, you will receive:

- Accrued paid time off.
- Eligibility for insurance coverage including Medical, Dental, Vision, Voluntary Life, Accident, & Critical Illness.
- 403(b) (Retirement Savings Plan) with company match.
- Access to the Alsip Park District Fitness Center for \$10.00 per month.
- Recognition and service awards.
- Ongoing training and development.

### **POSITION RESPONSIBILITIES:**

- Answer phone console and forward calls to appropriate party. Take and route messages to the appropriate party in a timely manner.
- Greet and assist/direct visitors. Maintain all sign-in/out sheets. Assign visitor badges as required, maintaining an overall security awareness at all times.
- Complete assigned data entry and typing/keyboarding assignments utilizing various computer software, including but not limited to e-mails, word processing, desktop publishing, presentations, spreadsheets, and human resource information systems.
- Assemble new hire packets, including all required documentation, policies, *Safety Manual*, *Employee Handbook*, training folder, and benefits information. Maintain an adequate supply of all materials, making copies as needed.
- Assemble information and/or training packets, as needed, for classes or other distribution purposes.
- Stamp, sort, and distribute all incoming mail. Collate, weigh, and stamp all outgoing mail. Track postage by department and log daily postage meter readings.

### **QUALIFICATIONS:**

- High school diploma or GED. Some college business courses preferred.
- Minimum of two years' relevant full-time clerical work experience.
- Proficient in the use of computers, software applications, and working knowledge of Microsoft Word and e-mail applications.
- Strong customer service, telephone skills, and attention to detail.
- Professional appearance and demeanor.
- Ability to interact effectively with diverse populations and all staff levels within the organization.
- Ability to manage stressful situations with a calm demeanor, patience, and diplomacy.

### **ONLY ONLINE APPLICATIONS WILL BE ACCEPTED**

If interested, please apply online via our website, [www.sertomacentre.org](http://www.sertomacentre.org),  
click on "Career Opportunities" and "Search Here."