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## Receptionist-Requisition # 2397

### Description

Under the direction of an assigned manager, operate a centralized telephone switchboard system at an assigned office; greet and assist visitors to the office; receive, sort and distribute incoming, outgoing and internal mail and correspondence; perform a variety of clerical support duties. Successful candidate must have knowledge of telephone techniques and etiquette; interpersonal skills using tact, courtesy and diplomacy; modern office practices, procedures and equipment; operation of a centralized telephone switchboard; oral and written communication skills; operation of a computer and assigned software; correct English usage, grammar, punctuation, spelling and vocabulary. Must have the ability to answer telephones and greet the public courteously; learn and explain organization, procedures and policies of assigned office; provide information, directions and assistance; perform general clerical support duties including typing, filing and duplicating; maintain routine records; complete work with many interruptions; establish and maintain cooperative and effective working relationships with others; work with people from diverse cultures, ethnic and socio-economic backgrounds and must always maintain cultural sensitivity.

### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience involving public contact.

### LICENSES AND OTHER REQUIREMENTS:

1. This position has duties and responsibilities that require regular contact with or control over Indian children and is therefore subject to the background investigative process to comply with PL 101-630.
2. This position does not require driving.

All positions require applicant be at least 18 years of age. Those selected for a position are subject to a background investigation, drug screening and possible participation in the DMV Pull Program. References will be checked.

### Employment Type

Full-time

### Base Salary

\$ 18.40

**This position is open until filled.**

To learn more detailed information about the position duties and requirements, please contact Human Resources Department at (760)541-5216

### Job Location

4500 Pacific Coast Hwy, # 500,  
90804, Long Beach

### Hiring organization

TMDCI