https://torresmartinez.org/?post_type=jobs&p=278

Receptionist- Requisition # 2479

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 is required to drive in the course and scope of employment and continuously throughout employment, must possess a valid California Class C driver's license and maintain insurability under the Tribe's vehicle insurance policy

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
$ 19.16

Date Posted: o2/06/2023

Filing deadline: 02/17/2023 at 5:00pm

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

Job Location
641 N State Street, 92593, San Jacinto

Hiring organization
TMDCI