

## **Front Desk Receptionist at UCP of Southern Arizona**

**Job Id #4587991on [azjobconnection.gov](http://azjobconnection.gov)**

**Part Time**

**Pay Rate: \$15.50 - \$16.00 P/Hr. (D.O.E)**

### Job Description:

- Assists the Regional Director with tasks and projects
- Inventory, order and organize office supplies
- Addresses any facility maintenance needed for the Yuma Office
  - o Contact vendors to set up appointments for estimates or work to be performed
  - o Present findings for approval
  - o Keep records of work completed
- Assist to provide the accounting department with accurate records and documentation for entry
- Coordinate Office reservations and set-up for meetings and trainings.
- Assist in the process of keeping Administrative staff certifications current
- Track and keep chronological records of yearly agency activities
  - o Annual inspections
- Daily use of multiple Microsoft Office Programs, as well as any computer applications to complete tasks assigned. Comfortable troubleshooting programs when needed
- Point of contact for digital phone system. Act as liaison between UCPSA and phone vendor to troubleshoot and remedy phone interruptions.
- Train new administrative staff on phone system
- Answers phones, greeting prospective staff, employees and visitors.
- Update employee records such as address or phone number changes

- Works closely with the HR department and assists in obtaining missing DCW documentation, if unsuccessful; notify supervisor.
- Assists with internal audits as needed by the Program Department or Human Resources
- Adhere to agency's Policies and Procedures
- Maintain consumer and agency confidentiality at all times
- Conduct other reasonably related duties as assigned by the Regional Director.

Job Requirements:

- Able to work effectively with team members
- Flexibility based on agency needs
- Able to learn and operate agency program software, as well as other computer programs necessary to complete job duties
- Computer proficient experience and highly skilled in Microsoft office applications
- Experience performing high-level administrative duties
- Hold or obtain a current Arizona level one-fingerprint clearance
- 18 years of age or older
- Reliable transportation and current driver's license
- Excellent organizational skills
- Attention to Detail
- Excellent verbal and written communications skills

How to Apply:

E-mail resume to [jchavez@ucpsa.org](mailto:jchavez@ucpsa.org)

\*Please include position of interest in subject line