

**Shelter of Flint, Inc.** is seeking a **Receptionist**.

**General Statement of Duties:** Responsible for the organization and coordination of all office operations and procedures, in order to promote consistency, effectiveness and efficiency in service delivery.

**Key Areas of Responsibilities:**

- Greets all visitors in a professional manner;
- Assist case managers in the distribution of personal needs of clients;
- Performs and records crisis calls;
- Answers phones and relays messages to staff;
- Complete census for use in monthly reports;
- Collects supply orders for shelter and rosewood staff and places the order with administrative office;
- Receive, organize and distribute donations, maintain copies of donation slips, transfer donation slips and cash/checks to administrative office;
- Prepare intake books and packets;
- Clerical assistance to agency staff members;
- Communication among agency programs;
- Sort and distribute mail;
- Collects supply orders from agency staff and forwards to administrative office; and
- Performs other duties as assigned.

**Job Qualifications:**

**Education:** High School Diploma, Associate's Degree preferred

**Experience:** Minimum of one year professional experience

**Skills:**

- Knowledge of MS Word and Excel;
- Ability to organize and manage time effectively;
- Outstanding oral and writing skills;
- Knowledge of business systems, record keeping, & filing;
- Must be computer competent;
- Ability to work cooperatively with clients and other staff; and
- Ability to be discrete with confidential records.

**Salary Range:** Based on education and experience. \$10.00 per hour; full time with benefits.

**To apply,** please send resume and letter of interest by June 6, 2011 to:

Kelli Irwin  
902 E. Sixth Street  
Flint, MI 48503

or by Fax to 810-238-6001