

# Job description

## Description:

**Bridges Community Action Partnership** is seeking an ambitious & organized **Receptionist** for our Union County office on a Monday- Thursday schedule: 8am- 4:30pm. In this role you will be responsible for the coordination of front office activities and presenting positive organizational image as our point of first contact with the public.

You may also provide program and application details and provide resource referrals to other agencies/organizations when needed. You may actively participate in staff meetings and training when scheduled & any other office functions/ duties as assigned.

## ESSENTIAL FUNCTIONS:

- Answer telephones, direct calls to appropriate staff and greet customers.
- Coordinate and schedule appointments for all programs.
- Provide client assistance with documentation.
- Process/Complete HEAP que and online applications.
- Greet the public.
- Send pending letters.
- Comply with all policies and standards of the organization.
- Ensure a confidential work environment.
- Assure that the facilities are always presentable to the public.
- Ensure proper maintenance of all equipment and furnishings.
- Perform routine clerical functions.
- File completed client files.
- All intake duties that are assigned.
- All other duties as assigned.

**WHY MAKE BRIDGES YOUR CAREER CHOICE?** Our Integrity, Compassion, Accountability, Respect & Excellence within the community as well as the workplace, makes for an exceptional work/ team environment.