

# **Mercer County Senior Center**

137 West Main Street, Aledo, Illinois 61231

Phone: 309-582-7221 or Toll Free: 855-582-6272 Fax: 309-929-4726

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Mondy-Friday 8:00a-3:00p

Mercer County Senior Citizens Center is seeking a friendly and dedicated individual to join our team as a part-time receptionist. This position is perfect for someone who enjoys interacting with people and has a knack for organization.

## **Position Details**

**Job Title:** Receptionist

**Hours:** 25 hours a week: Hours will vary.

**Pay:** \$16/hour

**Location:** Mercer County Senior Citizens Center 137 West Main St Aledo, IL 61231

## **Requirements:**

**Confidentiality:** is a **MUST** for this position and employee will maintain confidentiality or possible termination may result.

## **Qualifications:**

1. Excellent telephone communication skills
2. Ability to get along with other. Must understand seniors and possess ability to communicate with them.
3. Must be friendly, pleasant, positive attitude, and a friendly personality.
4. Good knowledge of telephones and computers.

## **Job Duties:**

Greeting Visitors: Welcome everyone who walks into the center with a warm and friendly demeanor.



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Answering Phones: Manage incoming calls and schedule appointments.

Transferring Calls: Efficiently transfer calls to ensure seamless communication within the center.

Filing: Maintain organized filing systems to ensure that documents are easily accessible.

Cleaning: Assist with keeping the reception area tidy and presentable.

Please stop in to fill out an application!