



Elbert County Receptionist

JOB SUMMARY:

This position is a full-time position and is responsible for performing a variety of general office duties. Primary tasks are answering phone calls, providing assistance to the administrative staff and the public, and creating and maintaining filing systems. The receptionist must be able to address any questions and concerns through strong communication skills and knowledge of Elbert County operations.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have a valid driver's license and at least high school diploma or equivalent. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Time management skills to prioritize and complete a variety of tasks throughout the day
- Answering all phone calls and greeting and assisting the public
- Scheduling and handling payments for the Rock Gym and Civic Center rentals
- Making mobile deposits and cash deposits daily
- Scanning and filing checks, receipts, journal entries, etc. daily
- Assisting with compiling information and spreadsheets for the administrative staff
- Typing reports, letters, and other business documents
- Organizing information for invoices to be paid
- Combining information/packets for monthly meetings
- Oversee mail deliveries and ensure they are delivered to the correct department
- Assisting the administrative staff with day-to-day tasks
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Elbert County and each of its departments
- Knowledge of basic computer principles.
- Knowledge of modern office practices and operation of office equipment.
- Excellent communication and interpersonal skills.
- Excellent customer service skills.
- Excellent verbal and written communication skills to interact with the public and other employees
- Skill in use of Microsoft Office Suite
- Maturity, integrity, and willingness to learn.
- Self-motivated and able to multi task under stressful conditions