

TITLE: HONEY BROOK BOROUGH RECEPTIONIST

FLSA STATUS: EXEMPT

POSITION SUMMARY:

This is a part time job totaling ten (10) hours per week. This is an administrative position with the borough. This employee is responsible for the administrative and office support activities for council and staff. Duties may include fielding phone calls, receiving and directing visitors, word processing, filing and faxing.

PHYSICAL ACTIVITIES INCLUDE:

Must be able to hear, listen carefully, and take accurate notes. Use a personal computer. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reading, understanding and researching administrative issues is required. Each of the listed activities also requires standing, sitting, walking, bending, stooping, climbing on ladders and lifting and carrying items and boxes up to twenty pounds. Long hours sitting at a desk, in meetings, and in front of a computer screen.

QUALIFICATIONS:

Self-motivated with strong organizational skills. Good communication skills needed.

EDUCATION AND EXPERIENCE:

High school diploma

Minimum of three (3) years experience office environment and or phone experience

Any combination of related education and or related experience would be considered if the candidate possesses the demonstrated ability.