Receptionist

(Part-Time, up to 28 hours bi-weekly, 5-8 p.m. shift, available for weekends and holidays)

RESPONSIBILITIES:
• Operate paging/telephone console/system as required.
• Answer telephone, determine nature of call and direct caller to appropriate individual or department.
• Give directions/information to visitors, guests, etc. in accordance with established policies and procedures.
• Take complete messages when staff and/or residents are off campus.
• Assure that switchboard is attended during scheduled hours of operation.
• Assist with clerical duties as directed.
• Monitor external Motherhouse doors through use of Keyscan computer program.
• Monitor building entry to the Motherhouse through computer program.
• Maintain professional appearance of reception area.
• Distribute employee paychecks as directed.
• Collaborate with Security in maintaining the safety of the building and execution of the building emergency plan.
• Work with Materials Management to coordinate deliveries, accepting them

QUALIFICATIONS:
• Knowledgeable of Microsoft Office programs and must have general computer skills.
• Flexibility and ability to work some weekends and holidays.
• Ability to make independent decisions when circumstances warrant such action and remain calm during emergency situations.
• Ability to learn, understand and support the IHM mission and values.
• Ability to deal tactfully with personnel, residents, visitors, and general public.
• Cheerful personality and ability to work harmoniously with others and the ability to maintain good relationships with others regardless of personal preferences.
• Ability to follow written and oral instructions.
• Ability to function independently, be flexible, respect confidentiality and work effectively with others.
• Willingness to continually update skills.
• Clear, pleasant speaking voice.
• Must be willing to work weekends and holidays.

If you are interested in applying for this position, please submit a completed cover letter and resume to Human Resources at humanresources@ihmsisters.org, fax to 734-240-9793. SSIHM supports workforce diversity.