

Receptionist

Located at: 131 Pleasant Drive,
Aliquippa, PA 15001



BCRC, Inc. has a part time **Receptionist** opening at our Center Township location. This position is Part time and will work Monday – Friday from 12:00 p.m. – 4:15 p.m.

QUALIFICATIONS:

Strong interpersonal and oral communication skills. Proficient in spelling, punctuation, and grammar. Must be attentive to details, accurate with figures, display excellent organizational skills and show discretion with confidential information. Previous receptionist experience preferred.

Key Job Responsibilities:

1. Receptionist duties: Greet visitors, accept deliveries, answer phones, distribute messages/faxes, maintain visitor waiting room.
2. Maintain schedules, log daily billing hours, file and maintain organized charts, monitor authorizations, prepare monthly client progress reports.
3. Knowledge of Office Equipment: fax, copiers, etc.
4. Knowledge of Microsoft Office programs including Excel.
5. Attend required meetings and complete required training.
6. Treat clients with respect and dignity at all times.
7. Maintain high level of client confidentiality at all times.
8. Maintain a professional demeanor and appearance.
9. Maintain loyalty and act in the interest of the agency at all times.
10. Maintain professional relationships with outside agencies and visitors.
11. End of day building responsibilities as assigned.
12. Manage client transportation.
13. Other duties as assigned.

Please submit [application](#) to HR@bcrc.net.

For over 50 years, BCRC, Inc., a non-profit organization, has been supporting clients with disabilities in order to help them feel confident in their abilities rather than their disabilities. Our team assists clients as they work to overcome vocational barriers and live lives that are more independent through involvement in community activities, volunteerism and job seeking/acquisition.