

## **JOB DESCRIPTION**

### **First Light Home Care Receptionist**

#### **JOB SUMMARY:**

Answers the phones and serves visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of calls, messages, and visitor arrival; maintains security and telecommunications system.

#### **QUALIFICATIONS:**

Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills, Supply Management

#### **RESPONSIBILITIES:**

1. Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
2. Directs visitors by maintaining employee and department directories; giving instructions.
3. Maintains security by following procedures; monitoring logbook; issuing visitor badges.
4. Maintains telecommunication system by following manufacturer's instructions for house phone and console operation
5. Maintains safe and clean reception area by complying with procedures, rules, and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
6. Contributes to team effort by accomplishing related results as needed.

#### **WORKING ENVIRONMENT:**

Works indoors at FirstLight HomeCare office.

#### **JOB RELATIONSHIPS:**

1. Supervised by: Office Manager

#### **RISK EXPOSURE:**

Low risk.

PHYSICAL REQUIREMENTS:

Ability to perform the following tasks if necessary:

- Ability to work in an office environment with extended periods at a computer.
- Ability to file – standing and bending.

I have read the above job description and fully understand the conditions set forth therein, and if employed as a Receptionist, I will perform these duties to the best of my knowledge and ability.

\_\_\_\_\_  
Date    Signature

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