



## **Receptionist**

### **Summary:**

The City of Highland seeks qualified candidates for the **full-time** position of Receptionist. Position is responsible for performing receptionist, clerical and customer service functions related to Highland Communication Services (HCS).

### **Essential Duties and Responsibilities:**

- Performs receptionist, clerical and customer service functions related to HCS.
- Services front counter customers. Responds to inquiries, requests, complaints, etc.
- Enter customers into database, set appointment times for install/service calls.
- Receives HCS payments and account receivable payments. Enters night/mail/bank payments into computer. Processes cash receipts.
- Processes purchase orders.
- Enters and prepares work orders; performs additional bookkeeping functions as required or assigned within area of expertise or scope of position.
- Gather, sort, prepare and distribute mail as needed.
- Ability to multitask and handle up to 5 phone lines at one time.
- Ability to travel to and from local businesses including, but not limited to Municipal Buildings, Post Office, Banks, etc.
- Performs other duties and functions as required or assigned within area of expertise or scope of position.

### **Qualifications:**

Candidates must have a High School Diploma or equivalent as well as one year related experience including bookkeeping, customer service, cash handling, and general office experience. Excellent communication interpersonal skills and organizational skills are required. Candidates must be proficient in Microsoft Office applications, financial package software and internet applications. **Residency is required within 1 year of hire.**

### **To Apply:**

If you meet the qualifications outlined above please submit a resume or application form (Applications can be picked up at City Hall) no later than Friday, March 11, 2011 to: City of Highland; Attn: Director of Human Resources; 1115 Broadway; P.O. Box 218: Highland, IL. 62249

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