



**TOWNSHIP OF OCEAN  
DEPARTMENT OF HUMAN SERVICES  
JOB DESCRIPTION**

**JOB TITLE:** Receptionist (Saturday)

**HOURLY RATE:** \$10.00

**START DATE:** ASAP

**GENERAL PURPOSE:** Assist public, answer phones, process payments, and light filing

**QUALIFICATIONS:**

- At least 18 years of age.
- Good communication skills
- Ability to “multi-task”
- Ability to work with the public
- Positive attitude
- Ability to maintain confidentiality
- Basic computer skills
- Experience with phones and customer service a plus!

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

Receptionist will report to Supervisor. Employee is responsible to complete front office tasks while engaging with the public and staff in a kind and respectful manner. Employee is to immediately report any concerns or any questions to supervisor.

**ESSENTIAL RESPONSIBILITIES:**

- Serve visitors by greeting, welcoming, directing and announcing them appropriately
- Answer, screen and forward any incoming phone calls while providing basic information when needed
- Process client billing/payments using computer program.
- Update appointment calendars
- Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
- Open and close office