

Full Time Receptionist

Title: Receptionist

Summary: La Plaza, a 501(c) (3) nonprofit Latino organization, serves, empowers and integrates the Latino community in central Indiana. La Plaza provides programs and services in the areas of education and health and social services.

The Receptionist position requires an individual who is bilingual in Spanish and English to welcome visitors by greeting them, in person or on the telephone. The individual will operate a multi-line telephone system to answer incoming calls and directs callers to appropriate personnel.

Duties and Responsibilities:

- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department
- Takes and delivers messages or transfers calls to voicemail when appropriate personnel are unavailable
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel or answers questions about organization and provides address, directions, and other information
- Monitors visitor access and attends to clients receiving co-located services
- Coordinates appointments calendar with Community Resource Specialists
- Maintains fax machines, assists users by creating and printing fax cover sheets, memos, correspondence, reports, and other documents when necessary, sends faxes
- Takes payments for services and products and maintains receipt books
- Orders, receives, and maintains office supplies
- Create and manage spreadsheets, accurately input client data, and successfully use computer software
- Performs other clerical duties as needed, such as filing, photocopying, and collating

Qualifications:

- Must be bilingual in both English and Spanish
- Equivalent combination of education and experience
- Capacity to translate documents and interpret as needed
- Ability to speak effectively before groups of clients, partners, or employees of organization
- Committed, responsible, organized, enthusiastic, and energetic
- Must be able to multi task
- Creativity and flexibility to work in a multicultural setting
- Ability to write routine reports and correspondence
- Ability to maintain regular and predictable attendance.
- Ability to establish and maintain effective relationships with those contacted within the line of work.
- Must submit a favorable criminal history check

To Apply: Send resume to Breanna Rodriguez by email at breanna@laplaza-indy.org.

La Plaza, Inc. is an Equal Opportunity Employer. For more information email breanna@laplaza-indy.org.

