

Date posted: March 19, 2014

**City of St. Charles
Employment Opportunity
Internal/External**

**Receptionist
City Administration
Part-time (Monday – Friday 12:00 PM – 4:30 PM)**

Job Description

The Receptionist is responsible for serving citizens and visitors by greeting, welcoming, and directing them; notifying City personnel of visitors' arrival; and answering the City's main telephone line and directing calls accordingly. These duties include opening and closing the atrium, and assisting with administrative functions in the City Administrator's office, Mayor's office, and other City departments as needed.

This position reports to the Senior Administrative Assistant and will be required to work additional hours to cover for the morning receptionist during vacations and other absences. This may require working a 40 hour week from time to time.

Requirements

Applicants should have experience with a multi-line reception phone, and computer skills in Word and Excel. A sparkling personality, outstanding telephone etiquette, and an enthusiastic customer service attitude to interact with elected and appointed officials, employees, other agencies, and the public is a must. This is a highly visible position and the applicant must represent the City with a positive attitude and excellent first impression in person and on the phone. Applicants must have the ability to maintain strict confidentiality, maintain professional decorum, and be detail-oriented and flexible. This position requires a high school degree or equivalent and a minimum of 2 years of office experience.

Salary

Starting pay for this position is \$17.00/hr.

External applicants apply on line at www.stcharlesil.gov no later than April 4, 2014.

Please thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4415.

Internal applicants must thoroughly complete an Internal Employment Application by April 4, 2014. The Internal Employment Application is available on the iNet or from the Human Resources office.

The City of St. Charles is an Equal Opportunity Employer.