

WE ARE HIRING

RECEPTIONIST/CLERK

West Central Community Action is seeking a 32-hour per week, year-round Receptionist/Clerk for our Harlan Executive Offices.

Job duties include:

- Greet clients & visitors and determine the nature of their visit.
- Direct visitors to the correct department and notify the appropriate person.
- Operate a multi-line telephone console.
- Communicate with callers and visitors in a professional, friendly, and efficient manner.
- Process incoming/outgoing mail.
- Order agency supplies.
- File, copy and fax as needed.
- Clerical tasks.
- Review heat assistance program applications.

Job Requirements include:

- High School Diploma or GED required, higher education preferred
- Ability to work with the clients, other staff, and the general public in a professional manner
- Previous office experience preferred, but not required.
- Good work ethic.
- Maintain confidentiality.
- Good customer service skills
- Proficient in Microsoft Office Suite
- Ability to multi-task while maintaining careful attention to detail
- Ability to work effectively both individually and within a team environment
- Occasionally carrying up to 50#, kneeling, stooping, standing and filing.

Our benefits include: Health, dental and life insurance, paid vacation, sick and holidays, IPERS and 403(B) retirement programs. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, West Central Community Action affirmative very states that it does not discriminate on the basis of race, sex, or disability in any of its programs and activities, and this policy extends to employment by the Agency. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, transgender, gender identity, age, physical or mental disability, covered veteran status, or any other characteristic protected by law Eligibility and other terms and conditions of employment benefits at West Central Community Action are governed by laws and regulations of the State of Iowa, and this non-discrimination statement is intended to be consistent with those laws and regulations. Neither this job posting nor any submission of your resume or letter of application should be construed as an offer, guarantee, or length of employment.

Interested applicants will apply online at
westcentralca.org to find out more about the agency
and to complete an application. For questions or
concerns email dlawson@westcca.org

WEST CENTRAL
COMMUNITY ACTION