

Receptionist

Town of Bernalillo

Recruitment Period: April 5, 2021 - Until filled

Location: Bernalillo, New Mexico

Department: Administration

Job Status: Full time/Permanent

Hourly Rate: \$11.50

Purpose of Position: General reception duties include, but are not limited to: This position will maintain computerized customer databases, answers customer service questions both in person and by telephone and will direct customers to appropriate staff members for further assistance.

- Receiving, screening and directing all visitors
- Answering and routing telephone calls appropriately
- Providing information about the Town of Bernalillo and/or alternate resources
- Receiving and directing packages/supplies to correct department
- Filing, scanning and posting to the website and Laserfiche
- Provide clerical support as needed
- Other duties may be assigned

Education/Experience: High school diploma or general education degree (GED); and one (1) year directly related work experience and/or training in customer service, bookkeeping, and data entry, or an equivalent combination of education and relevant experience.

Minimum Requirements: (*Proficiency may be tested during the interview process*)

Proven professional experience in an administrative capacity; demonstrated ability to display initiative and assertiveness with minimal supervision; ability to work effectively under pressure of deadlines; strong organizational and interpersonal skills; strong computer skills with knowledge of various software programs, MS Word, Excel, Laserfiche and Publisher; customer service; detail oriented; problem solving; completing duties in a timely manner; professional and respectful demeanor. Solid communication skills (oral and written), professional telephone manner and interpersonal skills

- Bilingual preferred

Conditions of Employment:

- Must possess and maintain a valid NM Driver License
- Must pass a pre-employment drug screening test

If interested, please submit your application to:

Maria Santillan
Human Resources Director
P.O. Box 638
Bernalillo, New Mexico 87004

Or by email to:
jobs@townofbernalillo.org

Or by fax to: 505-771-8626