



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Receptionist

Division: Community & Energy Services

Department: Welcome Center Services

Supervisor: Assistant Director for Community and Energy Services

FLSA Status: Non-Exempt

Qualifications:

1. High School Diploma or equivalent required.
2. Minimum of one (1) year as a receptionist and clerical experience answering telephones, knowledge of basic computer applications and the internet in a Microsoft 365 environment preferred.
3. Bilingual in English and Spanish strongly preferred.
4. A valid Michigan Driver's License; active insurance policy, and a reliable automobile to be used for work related travel.

Job Mission:

To provide main reception, telephone and general support services.

Performance Standards:

5. Provide customer friendly main reception and telephone services for all agency programs and services.
6. Supply all clients with accurate resource and referral information.
7. Perform general clerical support for all agency programs and services.
8. Process agency deliveries.
9. Carry out all other duties as assigned.

Hours & Wage

\$11.90 per hour

40 hours per week; 52 weeks per year

Location

Pontiac

Job Title: Receptionist

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	Comments
Sit	5	
Stand	1	
Walk	1	
Bend/Stoop	1	

Movements	Yes/No	Comments
Crawl	No	
Reach above	Yes	
Crouch	Yes	
Balancing	No	
Squat	No	
Climb	No	
Shoulder level	Yes	
Kneel	Yes	
Pushing	No	

	Pounds	Comments
Weight Carried	Up to 10 lbs	

	Pounds	Comments
Weight Lifted	Up to 10 lbs	

Date: May 1, 2020