Receptionist

The right person will love working with the public. They will be kind, courteous and helpful. If this is you, please apply we need you!

JOB DESCRIPTION:

- Read and speak English language sufficiently to converse with the public, to respond to official inquires, and to make entries on reports and records
- Answer and direct phone calls in a polite and friendly manner
- Welcome visitors in a warm and friendly manner, and answer any questions visitors have about the Transit system
- Must have knowledge of streets, roads and points of interest in the greater Mansfield area
- Learn Routes and Policies so questions can be answered knowledgeably
- Maintain reception area and all common areas in a clean and tidy manner at all times
- Operate standard office equipment on a regular basis, including a copy machine, and a computer
- Keep detailed and accurate records of visitor requests and of calls received
- Receive deliveries; sort and distribute
- Provide operators with information about fares, weather, traffic, obstacles and requirements
- Make some outbound calls to clients
- Must be able to communicate on a 2-way mobile radio system to complete radio checks and assist drivers
- Must be able to adapt to cross training in other areas of the office
- Performs other duties as assigned

JOB REQUIREMENTS:

- **Must pass pre-employment drug screening.**
- **Must pass background check.**
- Subject to random drug testing as a condition of employment.
- High school diplomas or GED preferred with the ability to read, write, and speak English; perform basic mathematical procedures.

- Must possess a valid driver’s license
- Ability to communicate effectively with the public required.
- Have a pleasant attitude over the telephone and to the public
- Tech-Savvy with knowledge of relevant methods
- Fast typing with experience in data entry and computer knowledge
- Outstanding organizational and Multitasking abilities
- Active listener with excellent communication skills
- Must be able to work alone and without direct supervision
- Comply with the company dress code

PAY:

Starts at $15.00 per hour

BENEFITS:

- Medical Insurance (including Dental & Vision)
- Life Insurance
- Short Term Disability
- SimplePlan with 3% Employer Match
- Paid Time Off
- Paid Training