



Part-Time Receptionist/Client Registration

Recovery Resource Council, a 61-year-old non-profit, is seeking a Receptionist/Client Registration. This position is responsible for the introduction to an exceptional experience at our organization through excellent customer service. Responsible for ensuring efficient and orderly registration of all clients presenting to Recovery Resource Council for services. Responsible for accurate collection of client information including payment for services.

The selected candidate should have the ability to maintain client records and communicate effectively, both orally and written. Possess high quality customer service and phone etiquette. The selected candidate should have a good understanding of working with a diverse client population. Maturity to withstand pressure that may arise in relation to the public. Be able to multi-task.

Essential Duties

Engage clients and guests to create a welcoming, positive experience.

Confidentially collects client information and accurately documents into computer program.

Complies with agency policies and laws/regulations to protect client confidentiality.

Assists with clerical duties and filing.

Must be available to work on Monday-Friday evenings and Saturday 8:30-3:30.

Average 20-26 hours per week, must be able to work a flexible schedule

Must be proficient in Microsoft office 365 software including Excel.

Must have excellent references and be able to pass background check with no felonies.

Ensures a smooth flow of clients through the agency.

Maintain the security of the building, clients and staff.

Minimum requirement- must have a GED/diploma, typing 35 wpm, bilingual is preferred, but not required.

Please contact Margie Hatcher @ m.hatcher@recoverycouncil.org