

Part Time Front Desk Receptionist Fort Worth, Texas

Recovery Resource Council is looking for a self-starter, multi-tasker that is also a people person. The selected candidate should have the ability to maintain client records and communicate effectively, both orally and written. The ideal candidate should 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 with client registration, phones, and problem solving. Be responsive to new information and adapt to meet the needs of clients, staff, and visitors.

Competencies, Knowledge, and Qualifications:

- Must be available to work 20 hours per week, Monday through Thursday, with a flexible schedule between 8:00 AM and 1:30 PM.
- Proficient in handling multi-line digital telephone systems.
- Engage with clients and guests to foster a welcoming and positive atmosphere.
- Ensure a smooth flow of clients and visitors throughout the agency.
- Collect client information confidentially and document it accurately in the computer system.
- Adhere to agency policies and regulations to safeguard client confidentiality.
- Maintain the security of the building, clients, and staff.
- Assist with clerical, facilities vendors, and filing, data entry tasks.

SKILLS / REQUIREMENTS:

- Minimum requirement: GED or high school diploma.
- Typing speed of 45 words per minute.
- Bilingual skills preferred, but not required.
- Proficiency in Microsoft Office 365, including Outlook and Excel.
- Excellent references required.
- Must pass a background check with no felonies.
- Intermediate experience in Customer Service and Clerical work.
- Must work in an office environment and have multi-tasking capabilities (no remote work).
- Reliable transportation required.
- Current Texas Driver's license and proof of auto liability insurance.

Recovery Resource Council complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity).

Application Instructions

1. Complete the application on our website: www.recoverycouncil.org.
2. Forward your resume to HR at: m.salcedo@recoverycouncil.org.
3. Complete the Predictive Index survey before interviewing
<https://assessment.predictiveindex.com/c60/6fd477cd-bc03-449f-9ab6-1947eced82e1?type=candidateba>