



Native Americans for Community Action, Inc.

www.nacainc.org

MAIN OFFICE
2717 N. Steves Blvd., Suite 11
Flagstaff, Arizona 86004

FAMILY HEALTH CENTER
1500 E. Cedar Ave., Suite 26
Flagstaff, Arizona 86004

Receptionist

Salary: \$12.40 hourly
Job Type: Full-time (Non-Exempt)
Closing Date: Open Until Filled

Essential Duties:

- Welcomes visitors by greeting them, in person or on the telephone, determines nature of business, and refers visitors to appropriate personnel; monitors all visitors on-site.
- Answer questions about organization with address, direction, and other pertinent information.
- Must provide excellent customer service; exhibits and serves as a role model to co-workers and clients in professional demeanor, hygiene and direction.
- Answer, screen and forward incoming phone calls while providing basic information when needed. Takes and delivers messages and/or transfers calls to voice mail when appropriate personnel are unavailable.
- Speak fluently and interpret in Navajo when necessary.
- Maintains receptionist outlook email and calendar. Maintains a calendar of appointment for NACA Programs.
- Collects and provides receipts of incoming cash, money orders, and checks according to established procedures.
- Maintains the reception desk, waiting area, employee lounge, mail and the conference room: Scans, assesses and continuously keeps the areas identified clean and orderly throughout the day; At the end of the day, provides a thorough walk through to clean and organize for the next business day.
- Maintains an inventory list of office supplies and provides a purchase order request for replacement of office supplies on a routine/scheduled basis. Maintain storage and inventory of adequate of supplies and equipment.
- Assist with filing, photocopying, and collating for other programs when necessary.
- Participates in the Quality Improvement Program through incident reporting and identifying opportunities for improvement.
- Performs other duties as assigned.

Minimum Requirement:

High School diploma or GED; One to two years of previous general office experience involving significant interaction with the general public; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Fluency in the Navajo Language is preferred. Possess a valid Arizona Driver License and pass a background check.

Knowledge, Skill and Abilities:

- Knowledge of front office/clerical functions such as greeting visitors, answering the telephone, typing, scheduling, etc.
- Skills in written and oral communications and excellent interpersonal skills as applied to interaction with coworkers, supervisor, clientele, etc. sufficient to exchange or convey information.
- Skills in the operation of general office equipment including computer, phone, fax, postage meter and copy machine.
- Proficiency with Microsoft Software.
- Skills in basic mathematics, including –but not limited to – addition, subtraction, multiplication, and division with reasonable accuracy.
- Skills in excellent customer service and organizational skills.
- Multitasking and time-management skills, with the ability prioritize tasks.

*Must complete and submit an NACA, Inc. Employment Application, Letter of Interest and Resume. Application can be obtained through website www.nacainc.org. Any question, please contact Human Resources at (928)526-2968.

Employer exercises EEOC and Indian preference in accordance with the Indian Preference Act (Title 25, US Code, Sections 44-46, 472 and 272). If you wish to exercise Indian Preference and you are a registered member of a federally or state recognized tribe, attach copy of tribal Certificate of Indian Blood (CIB)