

## **Receptionist — Tucson Wildlife Center**

### **Southern Arizona**

#### **Summary/Objective**

The receptionist answers and appropriately transfers calls on a multi-line phone system and provides customer assistance on the phone as needed. The receptionist works with the public in person and via telephone answering wildlife questions and intaking animals. The receptionist performs routine clerical work, data entry, and record keeping.

#### **Essential Functions**

1. Answers central telephone system and directs calls accordingly.
2. Receives the public, intakes animals, and answers questions, in person and by telephone; responds to inquiries from employees, citizens and others and refers, when necessary, to the appropriate person, official or department.
3. Prepares outgoing mail; sorts and distributes incoming mail.
4. Operates office machines, including computers, copier/scanner/fax, phones.
5. Maintains inventory of office forms, hospital forms, informational brochures, etc. duplicating and distributing as needed.
6. Maintains office by vacuuming, dusting, organizing, and trash/recycling collection.
7. Assists with clerical work, data entry and record keeping.
8. Other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Competencies**

1. Pleasant and professional demeanor in dealing with the public and with staff
2. Proficiency in verbal and written communication
3. Ethical Conduct
4. Flexibility
5. Initiative
6. Time Management
7. Detail oriented

Please email a cover letter and resume to [admin@tucsonwildlife.com](mailto:admin@tucsonwildlife.com). For more information, email or call Kim at 520-290-9453.