

Kreider Services, Inc.
Job Description

Job Title: Receptionist-Data Entry	Prepared By: Office Manager/Exec Admin
Department: Office	Prepared Date: 4/1/13
Reports to: Office Manager/Exec Admin	Revised Date: 4/1/13
FLSA Status: Non-Exempt	Approved By: C Carlson
Salary Range: 12	Approved Date: 4/1/13

OUR MISSION

Provide meaningful supports to people with intellectual and developmental disabilities in Northern Illinois.

OUR VISION

People reaching their fullest potential by having meaningful opportunities to live, work and participate in their community.

OUR VALUES

- | | |
|--------------------|-----------------------------|
| * Mission Driven | * Respectful Interactions |
| * Teamwork | * Commitment to Excellence |
| * Accountability | * Stewardship |
| * Creativity | * Innovations |
| * Ethical | * Promote Safe Environments |
| * Customer Service | * Celebrating Success |

PHILOSOPHIES THAT GOVERN THIS JOB

- ❖ We are client focused
- ❖ We pursue the capabilities of each individual
- ❖ We teach appropriate choice and independence
- ❖ We provide an atmosphere free of discrimination, abuse and neglect
- ❖ We treat individuals with dignity and respect.
- ❖ We promote an atmosphere of learning

ESSENTIAL JOB DUTIES

- Answers Switchboard
- Greets Visitors
- Responsible for client daily attendance
- Knowledge of office machines, copiers, fax, postage machine etc.
- Complete tasks from office work basket
- Agency copying
- This position has access to office records. Confidentiality will be maintained.
- Responsible for the agency mailbags – incoming and outgoing mail distribution
- Responsible for the routing of agency Incidents Reports
- Radio dispatcher for transportation routes to the KSI Main Building
- Distribute all agency incoming mail from the post office

- Obtain medical Transportation Approvals
- Enter agency Donations into database
- Data Entry – Entering information into specific files or forms from various materials

ADDITIONAL JOB DUTIES

- Tasks for other departments as assigned.

QUALIFICATIONS

- Experience as receptionist and/or secretary required.
- Knowledge of Microsoft Office products and office equipment
- Must be detail oriented
- Must be analytical
- Must be able to work in a fast paced environment

PHYSICAL DEMANDS

Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, push pull or otherwise move objects. Sedentary work involves sitting most of the time. Must be able to reach, finger, grasp, talk, hear, and perform repetitive motions. Visual activity involves analyzing data and figures, transcription, computer terminal, extensive reading, or visual inspection. The worker is subject to inside environment conditions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.