



Opportunities, Inc.

Helping People, Changing Lives

Job Announcement Staff/Public

Open February 17-February 26, 2021 at 4:00 pm or until filled. "EOE"

**Job Title: Receptionist
Salary: \$12.12 + full benefits**

Overall Responsibilities:

- A. Oversee reception area and functions.
- B. Provide general office support with a variety of clerical activities and related tasks.
- C. Responsible for answering and directing incoming calls.
- D. Responsible for mail distribution.
- E. Responsible for flow of correspondence.
- F. Must adhere to all Program Policies and Procedures; Agency Policies and Procedures; State and Federal Guidelines; Head Start Program Performance Standards and Work Plans.
- G. Will be expected to become completely familiar with the Agency's mission and philosophy, and fully participate in promoting the accomplishments of the Agency goals and objectives.
- H. Must be an advocate for the low and fixed income, and promote social and economic justice.

Qualifications:

- 1. Must be able to perform Essential Functions/ Special Requirements of the job.
- 2. Must have high school diploma or high school equivalency.
- 3. Accurate writing, spelling and vocabulary.
- 4. Ability to type accurately as appropriate to the job requirements.
- 5. Ability to take and transcribe minutes of meetings as appropriate to the job requirements.
- 6. Basic filing skills and knowledge of basic office procedures.
- 7. Must be able to operate a computer.
- 8. Must be proficient in Windows/Word/Excel.
- 9. Must be able to operate multi-line phone system, fax machine, copier, and basic office equipment.
- 10. May require some noon and evening meetings as assigned. Must have a valid Montana Driver's License, MT required vehicle insurance, and a good driving record.

An Opportunities, Inc. employment application must be completed for consideration. Email a scanned pdf application to hr@gfoppinc.org or drop it off in the drop box located at 905 1st Ave. N.

You may request an application and complete job description by calling 406-761-0310 or by visiting <https://oppincchanginglives.org/>