



## **Receptionist Apprentice**

**Description:** The Receptionist Apprentice is a temporary part-time, hourly, grant-funded position. Starting work schedule will be 11 AM-4 PM Monday through Thursday. The Receptionist is the first point of contact for the entire organization, which requires a positive attitude and polished, professional appearance. This is a learning position and is intended for applicants with no experience working as a receptionist or administrative assistant. Apprentices have the opportunity for job placement at a business partner following successful apprenticeship completion, including the opportunity to apply internally for positions at NRC Fulton.

**Geographic Requirements:** Prioritization to hire current residents of Greater Fulton or east Henrico County.

**Supervisor:** Office Manager

**Hours:** 20 hours per week for a three-month apprenticeship. Position will end at completion of the three-month program.

### **Responsibilities Overview:**

- Answer and direct phone calls to appropriate staff members
- Distribute mail
- Utilize technology tools such as a copier, fax machine, and scanner

### **Requirements Overview:**

- Physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching, and bending.
- Lifts and carries items up to 40 pounds.
- Polished professional with outgoing attitude, be a team player, and loves to make guests feel at home.
- Excellent typing skills (word processing; 50-60 wpm), high level of proficiency with general office PC applications and comfort with learning new applications as required.
- Demonstrated excellent organizational, coordinating, and personal interface skills.
- Proven job diligence, dedication, and attention to detail.
- Familiarity with and working knowledge of general office machines required.
- Demonstrate excellent written and verbal communication skills, including the ability to successfully communicate with the public, other employees, and vendors.
- High School diploma or GED.

**Compensation:** \$15.00/hour, includes participation in job coaching and financial counseling programming. Professional development training. This is an at-will position No other benefits offered.

A background check is required.

To apply, please email your resume to [jobs@nrccafe.org](mailto:jobs@nrccafe.org) with "Receptionist Apprentice" in the subject line.