



COMMUNITY ACTION PARTNERSHIP OF LAKE COUNTY

# Job Announcement

**Date: January 8, 2021**

**Position: Receptionist**

**Department: Agency**

**Status: Full time/Temporary to Hire**

## ESSENTIAL DUTIES:

- Retrieve messages from voice mail and forward to appropriate personnel.
- Operate multi-line telephone system. Answer incoming calls, determine purpose of callers and forward calls to appropriate personnel or department.
- Welcome on-site visitors and clients, determine nature of business and inform appropriate personnel.
- Receive and prepare outgoing mail.
- Perform other clerical duties as needed, such as filing, photocopying and collating documents.

## QUALIFICATIONS:

- Excellent communication skills
- Proficient in data entry and in computer skills
- Demonstrated ability to deal appropriately with difficult clientele
- Bilingual preferred
- High School Grad/GED
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are a representation of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## HOW TO APPLY

### **Internal Applicants:**

Complete and submit internal employment application with current resume.

### **External applicants:**

Complete and submit an Application for Employment along with a current resume via:

- Email: [hr.request@caplakecounty.org](mailto:hr.request@caplakecounty.org). Subject Line: Resume
- Drop-off: Place resume and application in the drop box at 2424 Washington St. Suite 207, Waukegan, IL 60085
- Hours of Operation: 8:00 a.m. to 4:00 p.m. Monday - Friday

Download employment application from [caplakecounty.org/careers.html](http://caplakecounty.org/careers.html)

**Equal Opportunity Employer**