



**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.**  
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717  
phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

**Position Announcement**  
**Receptionist**

Rocky Mountain Development Council, Inc. has an opening for a Receptionist working with the Administrative Support Group. This position can either be a full-time, 40 hour/week position or it can be a part-time 20 hour per week job share position with a starting salary is \$16.45 per hour. Come join a great team with a great mission and great services.

At Rocky, the wage is just part of your total compensation. Rocky's generous benefit package includes: health, dental, vision and life insurance and an Employee Assistance Plan (which equals an extra \$5.21/hour), 13 paid holidays per year, sick and vacation leave equaling 5+ weeks in the first year! Retirement contributions begin after one year of employment; a 401k option is available upon hire, based on age eligibility. Looking for a fun, flexible and rewarding career? Come join us!

This position is responsible for general receptionist duties, answering incoming calls, newsletter preparation, client assistance, filing, processing mail, assisting with the Senior Transportation bus scheduling, copying, recording deposits, and assisting with special projects.

**Knowledge:**

Working knowledge of office practices, procedures, and Rocky Programs and policies. Knowledge of English (spelling, grammar, and composition) and basic math skills such as record keeping. Knowledge of computer operation and software applications.

**Skills:**

Proficient in Microsoft Word and Excel. Working knowledge of Outlook MS Publisher, general office machines (copier/printer/scanner and multi-line switchboard), and specialized equipment (postage machine, fax machine, etc.) Excellent customer service skills required.

**Ability to:**

- Create and edit documents and type accurately.
- Accurately perform data entry.
- Maintain strict confidentiality regarding incoming mail, client and staff interactions, correspondence/projects, personnel files, etc.
- Cooperate, accept, and utilize supervision.
- Organize work, set priorities, and keep accurate records.
- Interact well with clients, staff and other agencies.
- Diffuse tense situations with clients in person or over the phone, maintaining composure.
- Follow written and verbal instructions.
- Take initiative, ask for direction and help with priorities as needed.

**Education and Experience:** The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school and two years of clerical/reception experience.

**Application Process:** Applicants must submit a signed and completed Rocky Mountain Development Council application, letter of interest, and resume. Applications are available from Rocky Mountain Development Council, 200 South Cruse Avenue, P.O. Box 1717, Helena, Montana, 59624, and [www.rmhc.net](http://www.rmhc.net). Incomplete application material will not be processed. Completed application packages must be received by the Rocky Human Resource Office at the above address, this position is open until filled. EEO