



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 is a 40 hour/week position and the starting salary for this position is \$12.49 per hour, plus Rocky's generous benefit package: health/dental/vision/life insurance, retirement plan, paid holidays, sick and vacation leave.

This position is responsible for receptionist duties, newsletter preparation, client assistance, processing mail, bus dispatch, copying, cash receipts and providing assistance with special projects as needed for the Administrative team.

Knowledge:

Working knowledge of office practices, procedures, and Rocky 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, Internet Explorer, general office machines (copier/printer/scanner and multi-line phone), and specialized equipment (postage machine, fax machine, and binding machine). Excellent customer service skills required.

Ability to:

- Create and edit documents and type accurately.
- Accurately perform data entry.
- Maintain strict confidentiality in relation to incoming mail, client and staff interactions, 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.
- Follow written and verbal instructions.
- Take initiative, ask for direction and help with priorities as needed.

Education and Experience: The above knowledge and ability 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. Incomplete application materials will not be processed. Completed application packages **must be received by the Rocky Human Resource Office at the above address no later than Tuesday, November 20, 2018, 5:00 PM. EEO**

www.rmhc.net

Affordable Housing
Homelessness Prevention
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIEAP
Weatherization
Energy Share
Spirit of Service
Area IV Agency on Aging

Meals on Wheels
Senior Centers & Dinner Clubs
Foster Grandparent Program
Senior Companion Program
RSVP