

Crossroads Diversified Services
Administration Office
Receptionist

Under the direct supervision of the Accounting Manager, the Receptionist provides administrative and office support to the Administrative Office team.

Essential Functions

- Type correspondence, reports, forms, charts and specialized documents related to the functions of the administrative office, from drafts, notes, or brief instructions.
- Establish and maintain office systems, procedures and the administrative filing system.
- Act as receptionist, receive and screen visitors and telephone calls (automated system), take messages, make appointments and travel arrangements (when necessary).
- Provide general information to the public and respond to all requests for information regarding the company and programs.
- Gather information from individuals or reference sources to complete various forms, records and reports as assigned.
- Receive and distribute incoming mail and process outgoing mail.
- Order and maintain office supplies
- Maintain office equipment in operating order, arrange for repair work as needed.
- Assists the administrative office team as needed

Job and Skill Requirements

- Ability to develop and maintain effective communication with co- workers, supervisors, sub-contractors, vendors, the general public and persons with disabilities.
- Knowledge of English usage including: spelling, grammar, punctuation, business letter writing, the standard format for typed material and alphabetical filing.
- Ability to prepare and type correspondence accurately and independently.
- Ability to maintain accurate records and files.
- Ability to use personal computer, Microsoft Office
- Ability to understand and carry out oral and written instructions.
- Ability to make accurate arithmetic calculations.
- Ability to multi-task, meet deadlines and work under pressure.
- Must be willing to work overtime if needed and approved by supervisor.
- Possession of a valid driver's license and vehicle insurance adequate to the demands of the corporation's insurance carrier.
- Upon hire, verification of citizenship or eligibility to work in the United States as outlined under the Immigration Reform and Control Act 1986.

All applicants must complete an Employment Application available on our website for downloading (www.crossroadsdiversified.com)

Bilingual Applicants strongly preferred. EOE

Final Filing Date: August 6, 2010

Must be willing to submit to background check

Address: Crossroads Diversified Services, Inc.

9300 Tech Center Drive Suite 100, Sacramento, CA 95826

Fax (916) 568-5159