



## JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experienced person for the following position:

### **Front Office Receptionist**

Department: Administration Department

Reports to: Executive Administrator

Supervises: No

Travel Required: No

Suggested Starting Salary: \$20.00 - \$24.00

Type: Full-time, 40 hours per week, non-exempt

#### **Position Summary:**

The Front Desk Receptionist plays a key role in providing a welcoming and efficient front office environment. As the first point of contact for visitors, clients, and employees, they are responsible for managing phone calls, greeting guests, and directing them to the appropriate departments. The Receptionist ensures smooth day-to-day operations by handling essential front desk tasks. In addition to reception duties, the role involves providing basic office support, including data entry, organizing office documents, and maintaining records. The Receptionist also assists clients with program enrollment, such as Covered California, and supports office communication. Accuracy, consistency, and attention to detail are essential for success in this position. Strong organizational skills and the ability to manage multiple tasks in a busy environment are important for ensuring efficient office operations.

#### **MINIMUM REQUIREMENTS**

##### **EDUCATION:**

- High School or GED required. Associate's degree preferred.

##### **EXPERIENCE:**

Required minimum 3 years of front office clerical or front facing customer service support experience

##### **LICENSE/CERTIFICATIONS:**

- Required Active CA driver's license

##### **SKILLS:**

- Proficient in MS Office (Word, Excel, PowerPoint) and Google Workspace (Gmail, Drive).
- Familiarity with modern office equipment.
- Detail-oriented and able to multitask.
- Proven ability to organize, plan, and execute events, including logistics, budgeting, and scheduling
- Vendor sourcing, negotiation, and management
- Experience with on-site coordination, troubleshooting, and post-event follow-up

*A clear background check, drug screen, COVID-19 vaccinations, and negative TB screen are necessary for employment.*

FAIHP offers a robust benefits package that includes:

- Health Insurance
- Life Insurance
- Sick
- Dental Insurance
- 403(b) retirement
- 16 paid holidays
- Vision
- Vacation per year

Submit your Resume to [jobs@faihp.org](mailto:jobs@faihp.org) or complete a FAIHP Employment Application by visiting our website at [www.faihp.org](http://www.faihp.org)

**Posting Date: 11/13/2024**

**Closing Date- Open until filled**