

Deerfield area nonprofit is looking for a part-time receptionist with a great attitude to work 25 hours per week. Hours available are Monday through Friday from 10:00 am – 3:00 pm. Ability to adjust hours from time to time will be considered a plus.

This position has daily customer contact in person and by telephone. Excellent communication skills are necessary. Candidate must be able to understand and speak English clearly and fluently.

**Essential duties and responsibilities include but are not limited to the following:**

Answers the telephone in a warm and friendly manner and directs calls to the appropriate individuals, or department. Ensures timeliness and accuracy of incoming messages to appropriate person.

Answers basic questions to phone queries about programs, meetings and events.

Welcomes visitors and guests to the facility, answers questions and directs them to the appropriate individual.

Process incoming mail and outgoing mailings for programs, events and meetings.

Distributes and maintains inventory levels of office supplies.

Filing, faxing, scanning and/or copying as necessary.

Maintains appearance of Reception Area, Conference Room, Copy Machine Room and Office Kitchen.

Other duties as assigned by management

If you consider yourself an organized, detail-orientated person who enjoys working in a fun work environment with great co-workers, please reply to this post with a resume and cover letter to [info@CenterForEnrichedLiving.org](mailto:info@CenterForEnrichedLiving.org) or fax or mail same to Center for Enriched Living at 847-948-7621, 280 Saunders Rd., Riverwoods, IL 60015.