

## **JOB ANNOUNCEMENT**

### **RECEPTIONIST – PART-TIME**

**Resume Deadline: Monday, February 11, 2019 (at 4:00 p.m.)**

Shoreline Fire Department is looking to add a part-time Receptionist to our team. This is an entry level position working no more than 24 hours per week. Typical hours are from 08:00 a.m. – 4:30 p.m., Tuesday, Wednesday and Thursday. Compensation: \$18 – 24 per hour DOQ. Sick Leave: Accrue one hour for every 40 hours worked. Additional Paid Leave: (all recognized holidays that fall on workdays).

The successful candidate will be the first face of the organization and expected to provide excellent customer service and possess the ability to work effectively with a diverse group of employees and public. The individual must be professional, well organized, a self-starter, thorough, trustworthy, have excellent written and verbal communication skills and possess the ability to multi-task. In addition, this person is expected to serve as a positive influence on those who work around them.

#### **Position Overview**

This position is responsible for ensuring all phone calls and visitors are assisted in a prompt and professional manner. The receptionist will also be assigned general office support functions such as mail processing, performing basic accounts payable functions, file room maintenance, photocopying, maintaining office supplies, data entry, and other miscellaneous duties as assigned.

#### **Education and/or Experience**

- A High School Diploma or General Education Degree (GED) equivalent and, a minimum of two (2) years of experience in a responsible, independent administrative support position **OR** A two-year degree in an accounting or business-related field is preferred, or any combination of education and experience, which demonstrates competency to perform the duties outlined in this job description.

Please review the full job description available at <http://www.shorelinefire.com/employment.html>

To apply, please submit a **COVER LETTER** and **RESUME** by email to [employment@shorelinefire.com](mailto:employment@shorelinefire.com) or by mail to:

Shoreline Fire Department  
Attn: Joyce Brown, Administrative Director  
17525 Aurora Avenue North  
Shoreline, WA 98133-4812

No phone calls accepted! Submit any questions via email.

*Shoreline Fire Department is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristics protected by law.*