

Position Description			
Job Title:	Part-Time Receptionist	Department:	Admin
Location:	ITA, 1702 Sherman Ave., Evanston	Travel Required:	None
Salary/Hourly Range:	Hourly	Employment Status:	Part-Time
Date Position Available:	5/16/16		
Date posted:	5/4/16	Posting Expires:	When Filled
External posting URL:			
Applications Accepted By:			
FAX OR E-MAIL: (224) 999-7528 info@itachicago.org Subject Line: Part Time Receptionist Attention: Julie Mynatt, Office Manager		MAIL: Julie Mynatt Office Manager Institute for Therapy through the Arts 1702 Sherman Ave., Evanston, IL 60201	
Job Description			
JOB SUMMARY			
The Part-Time Receptionist is one of the primary customer service faces for ITA clients. S/he performs a critical role in handling customer inquiries, accepting payments, maintaining building security, and performing ITA administrative duties.			
ROLE AND RESPONSIBILITIES			
Provide customer service to clients by answering phones, meeting arriving clients, and checking in clients for their sessions.			
Perform filing and administrative duties at the request of therapists and managers			
Monitor and facilitate building security and maintenance needs			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
Bachelors or Associates degree			
COMPETENCIES AND PREFERRED SKILLS			
1-3 years of customer service experience required; experience in a health-care setting a plus Knowledge of Microsoft Office (Word, Excel, Powerpoint, Outlook) required; Salesforce experience a plus			
ADDITIONAL NOTES			
Created By:	Julie Mynatt	Date:	05/04/16
Approved By:	Jenni Rook	Date:	05/04/16
Last Updated By:		Date:	