



BAY WOODS *of ANNAPOLIS*

Front Desk Associate

General Summary:

Responsible for answering and transferring all incoming calls in a courteous and professional manner, giving information, direction and other appropriate assistance to residents, staff, guests and vendors. This is a part-time position for every Monday from 4-8pm, every other Friday from 4-8pm, and every Saturday rotating from 8am-4pm and 8am-2pm.

Essential Job Duties:

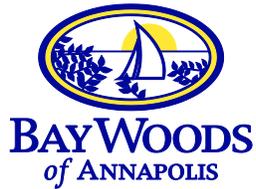
1. Opens and closes the front desk and properly secures all files, keys and equipment in the office area.
2. Communicates to the appropriate parties, promptly and clearly, all messages and material directed to them through the business office.
3. Accepts and records, as directed, payments, reservations, appointments, cancellations and the like.
4. Confirms scheduled transportation and event registration with residents.
5. Attends in-service training and education sessions, as assigned.
6. Familiarity with emergency procedures and may be required to assist with evacuations.

Other Duties:

1. Receive all persons who enter the Community in a courteous manner, informs, guides, directs or otherwise assists residents, visitors, staff or vendors tactfully and congenially to present the best possible image of the Community.
2. Operate as a member of a team both within the department and across departments.
3. Performs other work duties and responsibilities as assigned.

Qualifications:

1. Ability to understand and follow instructions in English, communicate effectively, and perform simple arithmetic. Ability to understand measurements and conversion
2. High School graduate preferred.
3. Typing and experience with Microsoft Office software.
4. Must be able to handle a multiplicity of routine tasks, following specific instructions carefully and general instructions completely.
5. Have a friendly disposition



Physical Requirements/Working conditions:

Physical effort is minimal. Seventy-five percent (75%) of the work day is spent sitting, standing intermittently, and bending. Must be able to lift and carry up to twenty (20) pounds. Requires manual coordination to operate switchboard, computer, and other business equipment. Requires continuous mental and visual attention to diversified operations. Must be able to function efficiently despite distractions and interruptions. Communicates orally and/or in writing with residents, coworkers, families, and public.

Please state the position you're applying for and send your resume to wbaker@baywoodsofannapolis.com.