



Opening: *Receptionist*

Location: Vallejo, CA

Pay: TBD

Hours: TBD

Minimum Requirements: High school diploma or equivalent; excellent at all aspects of English language, especially English speaking & listening skills is a must; excellent verbal and written communication and problem solving skills; customer service oriented; record processing programs at a highly proficient level; time management skills; reliable vehicle; driver's license; vehicle registration; Insurance; proof of citizenship; background check required.

Who are we? HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to www.hpcemployment.com.

The position: The ideal applicant will provide **evidence** of (1) greeting visitors, (2) determining the nature of visits and directing visitors to appropriate person, (3) routing phone calls, (3) transmitting messages, (4) providing information to callers and visitors, (5) keeping a log of visitors, (6) monitoring security cameras, and (7) issuing visitor passes.

To apply: Please submit an updated resume to info@hpcemployment.com. An application can be obtained from our website at www.hpcemployment.com