

Announcement Number: 22-01

Who can apply: **THE PUBLIC**

Announcement Open: **1/6/22**
CLOSE: UNTIL FILLED

Position Title	Program
RECEPTIONIST	ADMINISTRATION

ILLUSTRATIVE EXAMPLES OF THE JOB:

Receptionist at Catholic Social Service (CSS) main Office is a responsible position that involves assisting visitors/general public entering our front office, answering the phone and referring calls to the proper person or program and complying with all other requirements in the front desk. Report directly to the Executive Assistant in the Administration Division.

DUTIES AND RESPONSIBILITIES (but not limited to):

1. Greet all visitor/general public with a courteous and professional manner entering the building of CSS.
2. Manage the visitor log sheet and assess their needs.
3. Answering of the phone; Take messages or direct all information and calls to the proper program/person.
4. Hand out appropriate forms to the visitor/client requesting for assistance.
5. Accepts CSS employment applications and ensure required document (diploma) is attached.
6. Ensure that forms are replenished and readily available for the public at the front desk.
7. When requested, issue CSS Employment Application forms and answers questions, accept completed forms and route to the Personnel Specialist (HR Office).
8. Logs and maintain a record of all incoming mail.
9. Assist customers with donations being brought in to CSS.
10. May be instructed to deliver or pick-up documents using you own personal vehicle.
11. Keep the front office area neat and presentable.
12. Maintain proper decorum and treat all visitors/guests/clients with respect.



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E-mail Address: css@guam.net

13. Perform other related duties as assigned.

REQUIRED MINIMUM EDUCATION AND EXPERIENCE:

1. High School Diploma or GED equivalent plus one (1) year experience as an Office Clerk or as a Receptionist.

SPECIAL REQUIREMENTS:

1. Court and Traffic Clearance
2. Valid Guam Driver's License
3. Must pass a mandatory Drug Test

REQUIRED DOCUMENTS: To validate credentials you may claim (e.g. High School Diploma, /College Transcript), a copy of a certified copy of the document(s) and resume must accompany the application. Failure to provide proof may result in a determination of not meeting required education and/or experience. If selected, you will be required to submit a recent Police, Traffic and Court Clearance and submit to and pass a drug test.

For more information, please contact Ms. Linda Del Rosario, Personnel Officer at 635-1412.

DIANA B. CALVO
Executive Director

Catholic Social Services does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.