



Client Services Representative – Building Receptionist

KVCAP has an exciting opportunity for a **Full Time Building Receptionist/CSR at our Skowhegan location!** The person in this position will be responsible for providing general administrative customer service support to the programs occupying the building as well as referring building visitors to the appropriate program and/or staff person.

Responsibilities:

- Answer incoming phone calls, taking messages, greeting guests, etc.
- Assist with scheduling annual client appointments.
- Perform data entry into various programs.
- Order and maintain supplies.
- Distribute incoming mail and ensure outgoing mail is prepared daily – this will include a daily trip to the post office.
- Provide general clerical duties as assigned by the supervisor.
- Reasonably related duties as assigned by supervisor.

Qualifications:

- Two years' clerical/office experience and high school diploma or equivalent.
- Strong typing and computer skills with ability to utilize various computer programs to create documents.
- Strong telephone, interpersonal, organizational, written and verbal communication skills.
- Familiarity with KVCAP programs and community resources helpful.
- Ability to write legibly and spell accurately.
- Possess a valid driver's license and have use of a vehicle insured to State of Maine requirements to travel within all of KVCAP's service areas.
- Ability to pass State Bureau of Investigation, DMV, DHHS, Sex Offender Registry and Fraud Background Checks.
- Proof of Covid-19 vaccination required.

Benefits:

- 13 paid holidays
- Generous Bi-weekly Accrual of PTO
- Choices of Health, Dental, Vision, Life and Disability Insurances
- Retirement plan with contribution from KVCAP
- Family friendly atmosphere

Applications accepted until suitable candidate found. Please submit resume to:

Human Resources
KVCAP
101 Water St.
Waterville, ME 04901
Email: roakes@kvcap.org

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