Early Learning Coalition of Polk County
Eager To Learn
www.elcpolk.org

Receptionist

The Coalition is seeking a receptionist, administrative position to support staff and clients of the Coalition. The receptionist will attend to clients and visitors, and deal with phone and face-to-face inquiries. Bilingual candidates with fluency in the Spanish language is a plus in this position.

The Receptionist provides excellent customer service to all clients, visitors, and staff in all our offices. Knowledge of how to perform duties such as data entry, computer support, maintaining records and files, daily mailing, copying, and telephone usage and etiquette are required. All clerical, administrative positions will be cross-trained and function as a support team to all Coalition employees. Must be able to function as a team member and work on multiple projects at the same time. The receptionist must possess excellent verbal and written skills, a professional personal appearance, and show close attention to detail.

A High School Diploma or its' equivalent is required. AA preferred. A working knowledge of computers and relevant software applications, ability to answer multi-line phone system and knowledge of customer service principles and practices are of key importance. Position requires at least 2 years experience.

An application is available on the website. This position will close when the position is filled. Send resume and signed application to:

Early Learning Coalition of Polk County
Attention: Human Resources
115 South Missouri Ave., Suite 201
Lakeland, FL 33815.
Fax number: 863-733-9078