



**AREA 12 AGENCY ON AGING
JOB POSTING**

JOB TITLE: Receptionist

REPORTS TO: HICAP Program Manager

FLSA STATUS: Non-Exempt

SUPERVISES: None

SALARY: \$17.10 – \$19.80 per hour

HOURS: 30 Hours Per Week
Schedule to be Determined

BOARD APPROVED: February 6, 2025

Summary

Under the direction of the HICAP Program Manager, the receptionist has the overall responsibility to greet and provide direction to visitors, answer the phone, interact with people in a positive and courteous manner and assist a variety of departments with various tasks on an as needed basis. The receptionist will support the Area 12 Agency on Aging's (A12AA) mission.

Essential Job Functions

- Answer incoming telephone calls, determine purpose of callers, and forward calls to appropriate personnel and departments
- Greet visitors professionally, determine the nature and purpose of visit to direct them to the appropriate personnel
- Direct and escort visitors to appropriate destination or waiting room
- Has the ability to work in a fast paced environment
- Proficient in handling office equipment including multi-line phone system, printers, copy machines, computers and fax machine
- Is able to bend, sit, stand, walk, push/pull, handle objects, reach overhead, lift 25 pounds and occasionally up to 50 pounds, read/write/comprehend English, perform simple calculations, communicate orally, reason, analyze and drive a car

Other Duties and Responsibilities

- Assist other departments as needed
- Occasionally exposed to moving mechanical parts and outside weather conditions
- Other duties as assigned



Supervisory Responsibilities

None

Education and Experience

High School degree or GED is required. At least 1-2 years of related experience in an office environment is preferred. Excellent written and verbal communication skills.

Other Skills

To perform this job successfully, an individual shall be proficient in Microsoft Office applications specifically MS Word and Excel. Must be highly motivated, organized, possess strong written and verbal communication and basic math skills.

Certificates, Licenses, Registrations

None required.

Application Deadline – April 3, 2026 by 5:00pm

Submit your resume, letter of interest to: jpreston@area12.org

All resumes will be screened and only the most qualified will be interviewed

Area 12 Agency on Aging is an Equal Opportunity Employer. No applicant for employment with A12AA shall be subjected to discrimination because of race, color, sex, (including gender, gender identify, gender expression, transgender, pregnancy, and breastfeeding), national origin, religion, physical or mental information, sexual orientation (including heterosexuality, homosexuality, and bisexuality), citizenship status, or martial and parental status. The Area 12 Agency on Aging complies with the American with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individual on the basis of disability.