

## Receptionist - Job description

Westminster Village Terre Haute, Inc. is a Life Plan Community seeking a hospitality-minded professional Front Desk Receptionist who is looking for a rewarding experience working with older adults to join our extraordinary team!

Westminster Village's front desk receptionist will be responsible for: directing incoming calls, completes daily check-in's, directs emergency calls and performs general office duties, accepts payments and records, schedules reservations, appointments and cancellations, sort and distribute in-coming mail, log and track all packages and prescription deliveries, schedule transportation for residents, and working along with other departments to ensure proper communication and needs are met.

#greatplacetowork

Apply online, call or visit us in person!

Schedule:

- Alternating working weekends and holidays.
- 8:00 a.m. - 4:30 p.m.
- Periodically cover for vacations/sick days throughout the weekdays.

Job Type: Part-time

Pay: \$13.00 - \$14.00 per hour

EEOC Employer