

**Butler County Mental Health & Addiction Recovery Services Board** in Fairfield, Ohio is looking to hire an energetic and eager *receptionist* to work at the office's front desk. In this position, you will provide the first impression to all visitors; a friendly, positive attitude is highly desired. Top candidates will be highly organized, able to successfully multitask, and always maintain a high level of professionalism.

### Job Summary

The receptionist will open and close the Board office, answer the telephone, greet visitors, sort mail, record payments for deposit, type correspondences and order supplies. Works with accounts payable staff to prepare and maintain all purchase requisitions and purchase orders. Occasionally you will handle special events and meeting arrangements (including placing orders, setting up and cleaning up). The receptionist will report to and provide clerical and administrative support to the Director of Finance and Administrative Services and other Board staff when needed.

### Requirements/Qualifications

Knowledge of standard office practices and procedures; telephone answering techniques, administrative assisting; operation of personal computers; computer software and basic accounting are required.

Hourly rate starting at \$10.00 plus benefits

Please refer to [www.bcmhars.org](http://www.bcmhars.org) for a more detailed description.

Resumes will be accepted until September 15, 2017

Email resume to Nikki Sandor, Executive Assistant/Special Projects Coordinator, at [sandorn@bcmhars.org](mailto:sandorn@bcmhars.org)

BCMhARS is an Equal Opportunity Employer.