

Front Desk Receptionist – Stockton Office

Catholic Charities of the Diocese of Stockton has an immediate opening for a part-time (29 hours per week) front desk receptionist. Monday –Thursday (day's may vary) and hours of operation are 8:30 am – 4:30 pm.

This position is responsible for providing a broad range of administrative and clerical support to the organization.

Qualifications:

- A minimum of 2 years' experience of administrative support, preferred.
- Excellent phone and interpersonal skills
- Effective organizational skills

- Handles all information as highly confidential
- Strong working knowledge of common office equipment and software including MS Office products and the ability to adapt to and efficiently work with other software.

- A self-starter who can see what needs to be done and takes the initiative to do it.
- Ability to listen attentively and actively.
- Ability to speak clearly and effectively in a variety of settings.
- Ability to organize and prioritize workload with simultaneous deadlines in a calm and efficient manner.
- Ability to pay attention to details while working in a fast paced environment.
- Ability to handle difficult situations with tact and diplomacy.

- Ability to coordinate workflow.

- Ability to take initiative in manager's absence.

- Ability to speak, read, and writes both Spanish and English.

Deadline to submit your resume is December 14, 2018.