

Receptionist Positions – Pro Action of Steuben and Yates, Inc. is accepting applications for two full time, benefit eligible **Receptionist** positions at the offices of Steuben County Community Services.

These positions require flexible availability, Monday through Friday, with the ability to drive between offices if needed:

- One position will work between the Corning and Bath offices
- One position will work between the Bath/Corning/Hornell offices

Responsibilities of these positions include answering phones and transferring calls, receiving and announcing visitors, checking clients in for appointments, typing, filing and maintaining a coordinated stream of paperwork. Strict confidentiality must always be maintained.

The Receptionist must be able to successfully and cooperatively interact with a coworkers, community partners and the public. Excellent communication and time management skills are desired. Experience with common types of office equipment and skill in typing and word processing, with proficiency in Microsoft Word and Excel are required. Must have the ability to prioritize multiple tasks, coordinate scheduling and be responsible for various needs in the office setting.

These positions require an Associate Degree in Office Management, Secretarial Science or a related field. Will consider a high school diploma or GED with a minimum of one-year of relevant experience. Applicants must be able to pass a background check and have a valid driver's license and consistent, reliable transportation.

Apply by submitting a letter of interest, resume and completed [employment application](#) to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: Jobs@proactioninc.org EOE.