
Opening: *Outgoing Receptionist*

Location: Carson, CA

Pay: \$11/Hour

Hours: M-F 8A-5P

Benefits: 401K, Flexible Spending, Employee Assistance Program, Medical, Dental and Vision.

Requirements: High School Diploma or it's a equivalent with two (2) years of work experience in the Administrative/Business/customer service fields, Working knowledge of Microsoft based programs (Word and Excel), Reliable Vehicle, Drivers License, Vehicle Registration, Insurance, Valid photo ID, Proof of citizenship and Security check.

Who are we? HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to www.HPCemployment.org.

The position: The receptionist is responsible for answering and routing calls, greeting visitors, handling inquiries from the public, and providing information related to the company and reports to the Business Manager and/or Executive Management. **The ideal applicant** will provide **evidence** of (1) superior customer service through the ability to answer various visitor inquiries about the company and its services and directing visitors to their destinations, (2) sorting mail, (3) answering incoming calls on multi-line telephones, (4) setting appointments, (5) filing, (6) keeping records, (7) keyboarding/data entry and (8) performing a variety of other office tasks, such as faxing, emailing and copying. **The ideal applicant** will demonstrate superior abilities and skills in (1) taking on responsibilities and challenges, (2) maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations, (3) being open to change (positive or negative) and to considerable variety in the workplace, (4) being honest and ethical, (5) being careful about details and thorough in completing tasks, (6) giving full attention to what other people are saying, not interrupting at inappropriate times, (7) ability to concentrate on a task over a period of time without being distracted, (8) providing information to supervisors, coworkers, and subordinates by telephone, in written form, email, or in person, (9) and accepting criticism and dealing calmly and effectively with high stress situations.

To apply: Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit to resume@hpcemployment.org or fax to (310) 756-1562