

## **Receptionist (Part-Time)**

### **Youville Place**

Experienced administrative professional needed for dynamic front desk position in our busy, vibrant assisted living community.

Primary responsibilities include greeting the public, managing several busy phone lines, and providing concierge-like support to residents, families and guests. Additionally, the successful candidate will provide administrative support to senior staff, perform data entry, produce regular reports and assist with special projects.

Excellent customer service skills are required, along with the ability to think on your feet, handle the occasional high pressure/emergency situation, and a natural inclination to smile. Proficiency with Microsoft Office applications (such as Word, Excel and Outlook), and other general computer skills are required.

This position is considered essential, and we seek a dependable and reliable individual, interested in making a long-term commitment to the organization.

This is a Part-time position Saturdays from 3:30pm – midnight and Thursdays from 8am – 4pm. Additional per diem hours will be available/expected.

All candidates subject to a criminal history check.

Youville Assisted Living Residences are part of a two hundred year legacy of care. The successful candidate will be welcomed as a member of a very special, caring community of residents and staff, known for being an exceptional community serving older adults. Youville Place is a non-profit organization, guided by mission and values. Youville staff is selected for their very special qualities, their compassion and professionalism.

For consideration please submit a cover letter and resume to [careers@youvilleassistedliving.org](mailto:careers@youvilleassistedliving.org)