



Because We Care, LLC®
“Where there is vision, there is provision.”
A Behavioral Treatment Agency

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Receptionist/Administrative Assistant

CONTRACTED POSITION:..... Administrative Assistant/Receptionist
SALARY: \$ 12.00-20.00 (Hourly)
HOURS: 28-40 hours a week
DAYS AVAILABLE: Tuesday-Friday, Some Weekends and Evenings (varies)

Primary Purpose of Job:

The Receptionist of Because We Care, LLC (BWC, LLC) is responsible for overall front office activities, including the reception area, mail, phone calls, supply inventory, staff requests and facility organization. The Receptionist will organize office communication and activities on a day-to-day basis. This individual's primary responsibilities include handling incoming calls and visitors, while maintaining office common areas, publication inventory, and facilitating meetings.

The ideal candidate should have an interest in people as related to Behavioral Health. Responsibilities within the company will be added to this entry level position with continued experience and growth.

Individual must be reliable, punctual, organized, sense of urgency, and have demonstrated ability to juggle multiple priorities in a very busy office. Excellent interpersonal skills, pleasant phone manner, typing ability (data entry), and familiarity with MS Office Suite including Outlook are required.

Responsibilities

- ✦ Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image.
- ✦ Processes requests for client information, updates and communication.
- ✦ Supervises the maintenance of office equipment, including copier, fax machine, etc.
- ✦ Greets visitors professionally, friendly and timely.
- ✦ Answer, screen and disseminate calls
- ✦ Open and distribute mail
- ✦ Manage conference room reservations and organize all aspects for meetings
- ✦ Manages company files including client, vendors, administrative and others.
- ✦ Serve as point person for organizational projects needing admin support
- ✦ Arrange and coordinate meetings for CEO, COO, Office Manager as requested
- ✦ Manage CEO calendar & support office manager requests.
- ✦ Update various spreadsheet sheets and other general administrative duties as needed
- ✦ Perform duties as assigned by Chief Operating Officer



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Qualifications

- High School Diploma/GED
- Working knowledge of mail processes such as postage machine, Federal Express and UPS, etc.
- Able to proficiently comprehend, speak, read and write in the English language.
- Good Planning and organizational skills
- Well-developed interpersonal and communication skills
- Professional appearance and manner
- Ability to lift up to 50 lbs.
- Computer literacy, specifically MS Office Suite for windows
- Minimum 3 years relevant experience
- At least two years of previous experience in office management
- Knowledge and experience in non-profit operations & behavioral health a plus
- Capacity to deal with ambiguity, deadlines, stress, and meet flexibility requirements

This position reports to the Chief Operating Officer.

Please send salary requirements, cover letter and resume to BWC@BecauseWeCareLV.Org.
No phone inquiries will be accepted.

BWC, LLC is an Equal Employment Opportunity, Affirmative Action, Diversity & Inclusion employer.

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