



JOB ANNOUNCEMENT

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,
a public, state supported comprehensive institution, serving the six county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

Front Desk Receptionist

Position: Part-Time; Hourly
Location: Moorefield, WV

Job Summary

The Receptionist serves as the first point of contact with visitors and customers and provides assistance to individuals by responding to routine questions; providing general information; answering the main phone line; making reservations; managing electronic calendars; and performing general clerical duties such as data entry, typing and faxing.

Nature of Work

The Receptionist is primarily responsible for greeting and assisting customers (visitors, students, faculty, and staff) in face-to-face interactions or by telephone, serving as the first point of contact. Additional responsibilities include performing general clerical support such as filing, mailing distribution, phone support, data entry and basic document creation. This position is distinguished from other levels of support positions by the nature of work, which consists of assisting and directing customers as they arrive as well as responding to customer questions and requests via phone, in-person, fax, or email to support the general office/department workflow. Job responsibilities require basic computer and customer service skills; however, the specific responsibilities of this position can be learned through on the job training.

Minimum Qualification Requirements

This position requires a High school diploma or GED degree and six (6) months of experience in a professional setting preferred.

Resume review begins immediately. Applications submitted via email encouraged.

Search will remain open until the position is filled.

Please submit a letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position, a current resume, and three (3) professional references (names, addresses, e-mail, and phone numbers) to:

Human Resources Office
Eastern West Virginia Community & Technical College
316 Eastern Drive
Moorefield, WV 26836
HR Director: Carlos Gutierrez <Carlos.Gutierrez@easternwv.edu>
EQUAL OPPORTUNITY EMPLOYER