

POSITION AVAILABLE

Daniel Boone Community Action Agency, Inc. (DBCAA) is looking for a **Receptionist** to join our team!

Position Summary: The Receptionist position is a full-time, hourly position located in our Clay County office. This role serves as the first point of contact for our clients, visitors and callers, providing a friendly, welcoming and professional environment. The Receptionist will:

- Greet and welcome clients and visitors with a positive, friendly demeanor
- Assist customers at the front window
- Answer and direct phone calls to the appropriate department or staff
- Assist with client intake by collecting necessary information
- Schedule appointments
- Adapt to and learn agency-specific software and systems to accurately process client information and support office operations
- Perform data entry tasks
- Filing, scanning, copying and other clerical and office duties
- Maintain an organized front desk area and ensure a welcoming environment
- Manage incoming and outgoing mail
- Maintain and adhere to all DBCAA policies
- Any other duties assigned by supervisor or Executive Director

Minimum Applicant Qualifications:

- High school diploma or equivalent required
- Previous experience in a receptionist or administrative role preferred
- Excellent verbal and written communication skills to interact professionally with clients, visitors and employees
- Strong attention to detail and organizational skills
- Ability to multitask and handle a variety of responsibilities
- Valid Kentucky driver's license
- Clear background check
- Pre-employment and on-going drug testing required

Benefit Package:

- Health Insurance
- Dental Insurance
- Life Insurance
- Kentucky Public Pensions Authority (KPPA) retirement system
- Paid time off including holidays, personal & sick leave

Wage: Based on experience

Application Process:

Applications must be received by **4:30 PM EST Wednesday, April 16, 2025**. Qualified applicants may submit an application by email to info@danielboonecaa.org or drop off in person, or by mail to Attn: Human Resources Director, Daniel Boone CAA, Inc., 1535 Shamrock Road, Manchester, KY 40962.

For an application, please visit our website at:

https://danielboonecaa.org/wp-content/uploads/dbcaa_job_application.pdf, call the DBCAA Human Resources Director at (606) 598-5127, email info@danielboonecaa.org, or stop by one of our locations.

Daniel Boone CAA, Inc. does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, veteran status, genetic information, marital status, retaliation, citizenship, sexual orientation, familial status, or any other legally protected characteristic.

An Equal Opportunity Employer

