

JOB OPENING

Meadowbrook Village Christian Retirement Community in North Escondido

Receptionist

We're looking for a friendly and dependable addition to our office staff as we seek to fulfill our mission: "To honor God by serving others with love and compassion."

This is a part-time weekday position. We have some flexibility with start/end time and total hours worked (approx. 20-30 hours per week).

To excel at this position, candidates should...

- Exhibit genuine interest in our resident senior population
- Be eager to serve residents, co-workers, and guests
- Have experience with (or be willing and able to learn) Microsoft Office and Excel
- Pay attention to details
- Behave professionally and exercise confidentiality according to HIPPA regulations
- Be able to pass a fingerprint background check, TB test, health exam, and drug screening (required for all employees)

Duties include the following:

- Provide front desk customer service over the phone and in person
- Perform various office tasks such as copying, faxing, scanning, emailing, filing
- Process dining receipts and enter dining charges
- Maintain bulletin board and activities postings as instructed
- Facilitate resident service requests (dining reservations, maintenance work orders, housekeeping requests, etc.)
- Maintain guest room reservations binder
- Daily follow-up calls for residents who fail to check in by 10:00 am
- Various other office tasks as assigned

Applications are available online at <http://meadowbrookvillage.org/employment.html> or in our main office at 100 Holland Glen, Escondido, CA 92026. For more information, contact us at jobs@meadowbrookvillage.org or (760) 746-2500.

