The Arc of San Antonio

Receptionist/Administrative Assistant

**Primary Job Function:**
- To provide reception function at entry point to The Arc.
- Answer incoming phone calls and direct calls appropriately.
- Greet and provide directional information to all participants and visitors who enter the building.
- Control access into the building in accordance with Arc policy.
- Receive and account for ALE (Adult Life Enrichment program) monies from families and individuals.
- Maintain and create as needed Excel spreadsheets to track activity funds and other ALE functions.
- Provide other administrative and secretarial functions as needed.

**Site:** Arc of San Antonio, 13430 West Avenue, SAT 78216

**Immediate Supervisor:** Director of Adult Life Enrichment

**Qualifications:** Must have a high school diploma or equivalent. Bilingual preferred. Must be at least 18 years of age. Must have a valid Texas Driver’s License. Must have customer service experience. Must type at least 50 words per minute and have proven competency with basic office software (MS Word, Excel, PowerPoint and Outlook). Must demonstrate basic organizational skills such as filing, spreadsheet and calendar management.

Must pass background check and pre-employment drug screening.

**Hours:** Monday – Friday, 8:00 AM – 4:30 PM

**Pay Range:** $10.00 - $13.00/hour (NON-EXEMPT)

Benefits include a full range of health insurance products, paid leave, and 401K.

Resumes and applications may be dropped off in person (M-F, 8:00 AM – 4:30 PM) or emailed to: Melissa Fisher (mfisher@arc-sa.org).