

JOB ANNOUNCEMENT

Position:	Receptionist	Work Week:	35-37.5 hours
Location:	Hayward	Start Date:	ASAP
Hours:	9:00am to 5:00pm	Salary:	\$16.54-\$17.50 DOE +\$150.00 Monthly Bilingual Stipend

Community Child Care Coordinating Council (4Cs) of Alameda County is a nonprofit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources for families and children.

The Receptionist will function as the initial contact person for the Hayward office. The Receptionist will report to the Executive Assistant. This is a non-exempt position. Benefits: 11 paid holidays, 2 weeks' vacation, medical, dental, vision, Aflac, 403b matching & more.

DUTIES & RESPONSIBILITIES

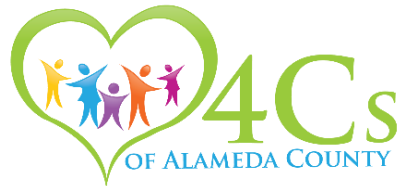
- Responsible for providing all services in both English and Spanish
- Responsible for answering/screening, transferring calls, answering basic program information and directing incoming calls to appropriate staff members.
- Greet and receive High volume of clients
- Responsible for daily date stamping incoming mail and drop box items. Metering outgoing mail, distribute and interoffice mail.
- Provide light clerical support i.e. stuffing mail, photocopying, make flyers, light typing, data entry and printing client packets.
- Maintain the reception area by keeping publication racks filled, reception area neat, organized and clean
- Responsible for ordering supplies for the Hayward office organized by department and Kitchen. Maintain and organize supply closet
- Preparing invoices for payment and monthly reports for various departments
- Responsible for "Drop-Off" services during VITA season; intake of documents
- Perform other duties as assigned

QUALIFICATIONS













- Bilingual English/Spanish
- A.A. or A.S. Degree Preferred, and/or three (3) years of office experience
- Computer experience, Microsoft Word, Excel, and Publisher
- Ability to multitask, excellent communication and writing skills

To apply, please send resume and cover letter to:
4Cs of Alameda County
Fax: 510 538-1736 or Email: resumes@4c-alameda.org

Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.



4Cs is a Great Place to Work!

-  11 Annual Paid Holidays + Additional Sick Leave
-  2 Floating Holidays Provided Every July 1st
-  Very Generous Vacation Leave
-  Cafeteria Style Benefits Cover Employee's Core Benefits
-  Flexible Work Schedules
-  Annual Employer Discretionary Retirement Contribution
-  403b Retirement Employer Match
-  Confidential Employee Assistance Program
-  Personal and Professional Development Opportunities
-  Energetic & Dedicated Staff Members
-  Exceptional Work Environment
-  Recognized as one of the *2017 Best Nonprofits to Work For!*