



Job Title:	Front Desk Receptionist		
Department/Group:	City Manager's Office	Supervisor:	City Manager
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL		
Level/Salary Range:	\$\$18.00- \$24.95	Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
ROLE AND RESPONSIBILITIES <p>The Receptionist will greet, assist, and provide direction and information to clients, visitors, and other guests of the organization.</p> <ul style="list-style-type: none"> • Arrive on time, as scheduled, and unlock front door • Greet clients, visitors, and guests; determine the purpose of each person's visit and directs or escort them to the appropriate location. • Answer, screen, and direct phone calls to staff; take messages and schedule appointments when needed. • Check voicemail calls, return calls if able or route to department to handle. • Process resident and visitor parking passes. • Receives and date stamps all mail, receives packages, deliveries and distributes to each department. • Performs administrative and clerical support tasks, orders office supplies. • Performs other duties as assigned. • Close and lock front door at end of day. 			
REQUIRED SKILLS/ABILITIES: <ul style="list-style-type: none"> • Excellent verbal communication skills. • Excellent interpersonal and customer service skills. • Basic understanding of administrative and clerical procedures and systems. 			

- Proficient with Microsoft Office Suite or related software.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk.
- Must be able to lift up to 15 pounds at times.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator
300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com