

## Woodmen Hills Metro District

### Front Desk

**Job Title:** Front Desk  
**Department:** Administration  
**Reports To:** Rachel Hawkins  
**Job Type:** Part-time  
**FLSA Status:** Non-Exempt  
**Prepared By:** Rachel Hawkins  
**Prepared Date:** 03/21/2019

**Submit applications and direct questions to Rachel Hawkins at [rachel@whmd.org](mailto:rachel@whmd.org).**

#### **Essential Duties and Responsibilities:**

Processes daily payments  
Answer phones and customer questions  
Help customers who come through the front door  
Filing  
Help with customer shut offs  
Assist the Director of Administration/Staff Accountant  
Assist the Billing Coordinator/ Billing Associate  
Compile board packet information  
Bring cash and payments to the bank  
Run necessary errands for the company  
Other Duties as assigned

#### **Competencies:**

Problem solving  
Customer Service  
Oral Communication  
Written Communication  
Teamwork

Motivation

Dependability

Attendance/Punctuality

Self-Starter

**Physical Demands:**

Regularly required to sit; use hands and fingers, to handle or feel and to talk or hear.  
Occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/ or move up to 50 pounds

**Qualifications:**

Looking for 6 months -1 year customer service experience, this is an entry level position