



**Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!**

*Why choose Rocky Mountain SER?*

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
  - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
  - *We provide **Education for the Future!***



We are seeking a **Receptionist** for an Early Learning Center in **Denver, CO**. This position is a regular **Full-Time, School Year** position. This position is eligible for benefits following the plan eligibility requirements; medical, dental, vision, and supplemental benefits, 401k as well as a generous paid time off allowance.

Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization.

**DUTIES & RESPONSIBILITIES**

- Operate telephone system to answer, screen, or forward calls, provide information, take messages, and schedule appointments.
- Greet persons entering the establishment, determine nature and purpose of visit, and direct/escort them to specific destination.
- Transmit information or documents to customers, using computer, mail or fax machine.
- Receive and resolve complaints from customers or the public as appropriate.
- Perform administrative tasks, such as proofreading, transcribing handwritten information, or using office equipment to work with pay records, invoices, balance sheets, and other documents.
- File and maintain records as needed
- Provide and maintain information about the location, such as location of offices, phone extensions and emails.

- Collect, sort, distribute, or prepare mail, messages, or courier deliveries.
- Process and prepare memos, correspondence, travel vouchers, and other documents.
- Other duties as assigned.

### **EDUCATION & EXPERIENCE REQUIREMENTS**

High school diploma or GED required. Previous experience working in a receptionist or office administrator role preferred.

### **SKILL REQUIREMENTS**

- Must have previous working knowledge of computers, internet and web browsers, word processing, electronic timesheets using an internet-based system.
- English proficiency (reading writing, speaking) is required for all positions. Some areas may require bi-lingual (English and Spanish) based upon parent/student populations.
- Ability to maintain personnel files according to RMSER Human Resources ISP's and SOP's.
- Ability to understand and strictly adhere to the RMSER Head Start confidentiality policy.
- Ability to demonstrate good communication skills i.e.; read, write, spell, and understand written and oral communication.
- Ability to speak a foreign language such as Spanish, Hmong, or Vietnamese is helpful but not essential.
- Ability to follow detailed schedules, programs, and policies.
- Ability to perform basic mathematical computations.
- Ability to calm others under stressful or confrontational conditions.
- Ability to maintain a professional and calm demeanor in an emergency and/or confrontational situation.

Pay Range: \$14.92

Typical Schedule: Monday – Friday, 7:30 – 4:00pm

FLSA Status: non-exempt

**To join our team, please send resume and cover letter to  
[resumes@rmser.org](mailto:resumes@rmser.org)**



RMSER is an Equal Opportunity Employer

