

**Putnam County Veterans Service Commission
Vacancy Announcement**

Office Receptionist

JOB LOCATION:

Putnam County Veterans Service Commission
336 E Main St, STE A, Ottawa, OH 45875
Full-time or Part-time: Full-time 40 hours a week
Hours: Varies
Position Type: Classified
Posted: 1/11/2021 Closing: 1/24/2021

MAIL APPLICATIONS TO:

Putnam County Veterans Service Commission
Attn: Board of Commissioners
336 E Main St, STE A
Ottawa, OH 45875

APPLICATIONS:

Pick-up outside the front door of the office.
Download at www.pcvsc.org

WAGE: Starting at \$12.00 an hour (negotiable)

PRIMARY TASKS

Organize the office and assist the staff to optimize processes. Sorting and distributing communications in a timely manner.

RESPONSIBILITIES

- Schedule and plan meetings and appointments.
- Monitor level of supplies and handle shortages.
- Resolve office-related malfunctions and respond to requests or issues.
- Coordinate with other departments to ensure compliance with established policies.
- Maintain trusting relationship with customers, colleagues, and suppliers.

REQUIREMENTS

- Proven experience or another relevant administrative role.
- High Proficiency in MS Office.
- Working knowledge of office equipment
- Excellent organizational and time management skills.
- Analytical abilities and aptitude in problem-solving.
- Excelling written and verbal communication skills.
- Confidentially.
- Assumes the duties of Transportation Driver in their absence.

QUALIFICATIONS

- Veterans (Honorable Discharge – active duty for other than training).
- Or the spouse, surviving spouse, child, or parent of a Veteran (if a qualified veteran is not available).
- Associate Degree – Bachelor's Preferred.
- Valid Ohio Driver's License.
- Required background check(BCI Background and Fingerprints).
- Ability to travel overnight.
- Ability to work evenings and weekends.