

HALLKEEN ASSISTED LIVING COMMUNITIES

Job Title: Receptionist

Location: Sunapee Cove Assisted Living and Memory Care
1250 Rt. 11 Sunapee NH 03782

Hours: Full Time

JOB DESCRIPTION:

This position requires that you accept the responsibility for the delivery of receptionist and general clerical duties from other team members. You will assist the Executive Director and Department Directors in the day-to-day office work with primary responsibility for answering multi phone lines, writing correspondence in the computer, copying, faxing, maintaining marketing brochures and updating them on a need basis, aware of daily census, greeting office and family visitors. Understanding Emergency Procedures and what to do in case of an emergency.

JOB RESPONSIBILITIES:

**The first and foremost responsibility of this position is the one of "Customer Service."
To make sure that every one who comes through our doors feels immediately welcomed.**

1. Answer multi-line phones, direct calls, take messages when needed
2. Greet residents and visitors, escorting them to the Resident
3. Faxing, copying and filing
4. Inventory and ordering of office supplies
5. Update resident apartment and phone number list
6. Contact DCR with regards to marketing calls
7. Maintain marketing brochures and updating them on a need basis
8. Track daily census; Updating Resident Building List, Information Sheets and status of residents in hospital or moving out
9. Enter requests for maintenance in the Maintenance Log
10. Enter requests for housekeeping in the Housekeeping Log
11. Enter off requests for laundry in the Laundry Log
12. Assist Nursing Department with Resident paperwork
13. Maintain Resident Funds Log
14. Responsible for guest sign-in and Resident sign out Log
15. Create various forms for different departments upon approval from Business Manager.
16. Assist in making baskets for upcoming Marketing presentations
17. Make flyers for upcoming events
18. Adhere to and carry out all Company policies and procedures.
19. Report on-the-job injuries to a supervisor before the end of the day the day an injury occurs.

20. Establish and maintain constructive working relationships with co-workers, Residents/families, and visitors.
21. Promote the community in a positive way.
22. Perform other projects and duties as assigned

If you are interested in applying or know someone to refer for the position please fax or e-mail resume to 603-763-0564 or Thayward@hallkeen.com