



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 11/3/2015

Administrative Assistant/Receptionist

JobID: 3118

Position Type:

Secretarial/Clerical/Secretary

Closing Date:

11/13/2015

Date Posted:

11/2/2015

Location:

KRESA/Service Center

Division:

Human Resources

Position Type:

Part-time, 12-Month

Hour

Monday-Thursday 12 - 4:30, Friday 12 - 3:30; Job share

Responsibilities:

Provides receptionist duties for the front desk at the KRESA Service Center; greets visitors and answers multi-line phone system. Assists Human Resources department with ongoing assignments and projects. Assists staff and visitors with various needs. Other duties as assigned.

Qualifications:

High school diploma. Experience as receptionist and/or HR Assistant. Ability to communicate effectively. Ability to work in a team oriented fashion. Ability to efficiently use Microsoft Office. Ability to problem solve. Ability to read, analyze and interpret data. Maintains confidentiality. Adapts to frequent changes in the work environment. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Preference given to candidates with experience as a receptionist; Human Resources and customer service experience. Ability to work with various software applications. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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