

Position Title:	SNCIL Front Desk Receptionist/Information and Referral Specialist Full Time
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Department: PROGRAMS	Budgetary Responsibility: None
Reports to: The Executive Director	FLSA Status: Exempt, Administrative

**Accepting Applications: April 4 -18, 2025**

**POSITION SUMMARY**

The Southern Nevada Center for Independent Living is seeking an energetic positive individual with personal experience with a disability to serve as the Front Desk Receptionist and Information and Referral Specialist.

The SNCIL Receptionist provides information, answers phones, greets visitors and performs a variety of clerical tasks. They may also help with scheduling and maintaining and ordering office supplies. Education, work experience, disability experience and knowledge about community resources are preferred. Bi-lingual in Spanish/English is a plus. Must have working knowledge of Microsoft Office Suite and ability to learn internal software. A typing and Microsoft Office Test May be required. Capacity to pass a federal suitability clearance and drug test, a Nevada Driver's license and transportation required. A full description of the position is available at [www.sncil.org](http://www.sncil.org) under employment opportunities.

This is a full-time position: FTE: 100%

Salary DOE: \$15.00 to \$19.00 Full Benefits Package.

If you are interested in joining a dynamic team with the passion to guide other individuals with disabilities to live an independent quality life in Clark County Nevada, please forward a letter of intent to [asantiago@sncil.org](mailto:asantiago@sncil.org). A full job description is available at [www.sncil.org](http://www.sncil.org). Please note that our funding source mandate the majority of SNCIL Staff must be individuals with disabilities to maintain compliance.

A receptionist's job duties include greeting visitors, answering phones, and performing clerical tasks. They may also help with scheduling appointments and maintaining office supplies.

## Responsibilities

- **Welcoming guests:** Greet visitors and direct them to the correct person or office
- **Answer phones:** Answer and make phone calls for office employees
- **Handle mail:** Sort and distribute mail
- **Schedule:** Schedule meetings and business trips
- **Maintain records:** Keep office records up to date
- **Perform clerical tasks:** Fax, photocopy, file, and transcribe documents
- **Maintain office supplies:** Order, monitor, and maintain office equipment
- **Handle inquiries:** Answer questions from visitors about the company and its products or services

## Skills and qualifications

- Good communication skills Oral and written and ability to communicate with individuals of all disabilities
- Knowledge of Community Resources for individuals with disabilities
- Multitasking skills
- Social skills
- Organization skills
- Technical skills, such as basic computer programs like Microsoft Office
- Flexibility
- Stress resistance
- Problem solving skills

Education and experience High school diploma or equivalent, Some office experience, Familiarity with medical terminology or the Microsoft Office Suite, and May require a typing test.

Capacity to pass federal background check and drug test.

Valid Nevada Drivers License and transportation required.