



THE UNIVERSITY OF ALABAMA SYSTEM

Receptionist

The University of Alabama System Office in Tuscaloosa is receiving applications for the position of Receptionist.

The Receptionist will serve as the initial contact and will assist in various support areas. Responsibilities include routing calls/mail/visitors, maintaining contact lists, creating/maintaining paper and electronic files and records, basic statement reconciliation, ordering supplies, and maintaining the front office area.

Minimum requirements include a high school diploma with two years clerical/office support or closely related experience with more experience strongly preferred. An equivalent combination of education and clerical/office support experience (i.e., an associate's degree or higher) is acceptable. The preferred candidate must possess and be able to demonstrate a professional demeanor with excellent communication and interpersonal skills geared toward a strong service-oriented attitude along with the ability to work in a team environment.

Other necessary skills include the ability to demonstrate proper business and social protocol and the ability to manage multiple tasks. Proficiency in the usage of a computer and standard application software (Microsoft Word, Excel, and Outlook) is required. The ability to demonstrate a superior record of job attendance and the ability to maintain strict standards of confidentiality are required.

Salary is commensurate with skill level and years of experience of applicant.

Applicants should submit a resume, along with names and telephone numbers of three professional references to:

Receptionist
#7 Pinehurst
Tuscaloosa, AL 35401

Applications will be accepted until position is filled.