

Euola, is looking for a Receptionist to join our team! The job is located at Minot AFB, Minot ND

Eula is currently looking for a Full-Time Receptionist to provide service for the Airman and Family Readiness Center. The Receptionist will provide support, information, and referral services for the Center. The position will be onsite with no required travel.

Candidate will have the following duties.

- Receive all A&FRC customers and all incoming telephone calls to determine nature and purpose of visit, and direct/escort customers to specific destinations within the center.
- Uses variety of office automation software to prepare and review routine correspondence reports.
- Reviews and process incoming and outgoing correspondence, material, publications, regulation, and directives.
- Screens incoming mail and electronic messages bringing necessary information to supervisor attention.
- Establishes, updates, and maintains office records of various types, entering data into AFFIRST system.
- Primary Record Custodian for A&FRC maintaining office records/files in accordance with regulation and procedures.
- Maintains A&FRC outlook appointment calendar
- Ensures customers complete the Statement of Understanding (SOU) or other forms as required.
- Uses the Air Force Family Integrated Results and Statistical Tracking System (AFFIRST) to maintain individual customer records.
- Provide minor technical help to assist coworkers with software, printing issues, problems with fax machine etc.
- Work area tidiness workstation and front lobby maintained in a clean and orderly manner
- Maintain confidentiality of all individual and family data concerning sensitive, personal, or private information made available to the Contractor during execution of his or her duties.

Requirements

- Proficiency in Microsoft Office Suite Computer software applications (i.e. Microsoft Office and Excel)
- Excellent grammar skills with ability to accurately prepare and edit written correspondence and reports.
- Excellent customer service skills
- The ability to work with a diverse population
- Basic Understanding of military protocol and Air Force Terminology Preferred
- Ability to become thoroughly familiar with AFFIRST database system
- Above average oral and written communication skills
- Must be able to obtain CAC for access to installation and necessary computer systems