

**THE LATINO COMMISSION ON ALCOHOL & DRUG ABUSE SERVICES,  
INC.**

**JOB DESCRIPTION**

**POSITION:                   OUTPATIENT SERVICES FRONT DESK RECEPTIONIST**

**SUPERVISOR:               CLIENT SOCIAL SERVICES ADVOCATE**

**DESCRIPTION:**

The Receptionist is primarily responsible for the coordination of the daily office functions for the Latino Commission Outpatient Services. Responsibilities include but not limited to:

- Keep front desk lobby tidy and presentable
- Ensuring all necessary materials such as (pens, forms, paper etc.), for both administration and residential programs, are in stock and readily available.  
Responsible for all supply ordering
- Greet and welcome all guests and prospective clients
- Answer all incoming calls, redirect them appropriately and take detailed messages
- Maintain and organize group rooms
- Filing;
- Coordinating weekly Driver schedule
- Receive and process daily mail and correspondence

**RESPONSIBILITIES AND QUALIFICATIONS:**

- ◆ Ability to speak and write effectively in English and Spanish
- ◆ Knowledge of generally accepted secretarial principals and procedures
- ◆ Ability to type 45 + wpm
- ◆ Computer literate; knowledge of Microsoft Office suites, including M.S. Word, Excel, and Outlook
- ◆ Minimum of High School graduated/ G.E.D.

**APPLICATION PROCEDURES:**

A resume/application must be mailed, or hand delivered to The Latino Commission on Alcohol & Drug Abuse Services, INC. 1001 Sneath Lane Suite 307 San Bruno, CA. 94066 Tel (650) 244-1444. All Resume/application will be pre-screened, and only qualified applicants will be interviewed.

The Latino Commission on Alcohol & Drug Abuse Services, INC., offers equal employment opportunity to all applicants without regard to race, creed, religion, national origin, ancestry, physical or mental handicap, disability, marital status, age, gender, or sexual orientation.

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