



JEFFERSON NATIONAL PARKS ASSOCIATION

Position Announcement:

Receptionist for Central Office

Located in a high rise downtown office building with views of the Gateway Arch
Greet, assist and direct guests and delivery personnel, answer phones, perform all incoming and outgoing mail distribution, copy, collate, type and file documents, room set-up and some accounts payable functions

Part time weekday hours, 15-18 hours per week

Pay starts at \$11.16 per hour

25% store discount

Qualifications:

Outgoing personality

Professional personal presentation

Ability to positively interact with staff and guests in a friendly and helpful manner

One year minimum administrative/clerical experience

Thorough knowledge of administrative practices, operation of office equipment, such as personal computer and related software, keyboard, copier, postage meter

Knowledge of customer service principles and practices

How to apply:

You may download an employment application from JNPA.com and send in one of the following ways:

Mail:

Human Resources - Receptionist Position

Jefferson National Parks Association

One Memorial Drive, Suite 1900

St. Louis, MO 63102

FAX application to: 314-678-1501

E-Mail application to: jobs@jnpa.com