



JOB VACANCY ANNOUNCEMENT

Position: Receptionist

Full time

Wage: \$16.00 per hour

GENERAL DESCRIPTION

Under the direct supervision of the Accounting Manager is responsible for directing callers to and/or taking and routing messages for staff or other individuals as required; greets and directs visitors to appropriate offices; performing general clerical tasks as assigned.

MINIMUM QUALIFICATIONS

Any combination of education and/or experience equivalent to one year of general clerical experience. Other training and experience may be substituted relevant to position assignments.

Current drivers license with a motor vehicle record that is acceptable to Ark Regional Services insurance carrier.

HOW TO APPLY

Apply in person to Ark Regional Services, 1150 North 3rd, Laramie, WY 82072 or online at www.arkregionalservices.org. Open until further notice.

Ark Regional Services is an EEO/ADA employer.

TDD 1-800-545-1813 Extension 308

Posted: December 1, 2025

Receptionist Job Description

General Description

Under the direct supervision of the Accounting Manager and general supervision of the Director of Finance is responsible for answering phones and performing general bookkeeping and clerical tasks as assigned.

ESSENTIAL FUNCTIONS

- Assuring adherence to the Vision, Mission and Values of Ark Regional Services.
- Reading/writing/comprehending the English language
- Able to sit for long periods of time.
- Reporting to work on time and following departmental procedures for calling in sick, taking time off, or leaving a shift early
- Performing the physical components of the Mandt System and CPR/First aid, including but not limited to bending, reaching and supporting weight in order to keep people safe.
- Cleaning of work site which requires- bending, lifting, reaching, working on hands and knees, and working with cleaning supplies
- Attending all Ark required departmental meetings and trainings within the required time frame.
- Lifting or supporting 20lbs regularly and may need to lift up to 50lbs occasionally.
- Communicating with all people within the professional band of communication.
- Managing stressful situations with respect for other people's dignity.

JOB DUTIES

- ❖ Answers phones, directs calls, provides information, takes and records messages
- ❖ Greets visitors and directs them to appropriate personnel or individual, provides assistance or information as required.
- ❖ Assist with staff application process
- ❖ Checks purchase orders in/out in the Purchase Order Log book and processes the purchase orders.
- ❖ Manages petty cash box.
- ❖ Maintains inventory and request order of office supplies.
- ❖ Perform varying clerical tasks.
- ❖ Performs other assigned tasks as required.
- ❖ Perform on-call duties as assigned

Minimum Qualifications

Any combination of education and/or experience equivalent to one year of general clerical experience or bookkeeping experience. Other training and experience may be substituted relevant to position assignments.

FLSA STATUS: Non-exempt

OSHA: None

Developed: August 2003

Revised: July 2020, November 2023, May 2024

Reviewed: August: 2004, 2005; May 2006; November 2007; April: 2010, 2012; October 2012; July 2014; February: 2015, 2016, 2017, 2018, 2019; July 2022, 2023, 2024, 2025