



Part-Time Receptionist

(Covered by the United Staff Union)

Affiliate: AFSCME Council 61
Location: Des Moines, IA

AFSCME Council 61 seeking a responsible, high-energy, mature, well-organized Part-Time Receptionist for an **IMMEDIATE OPENING** in the Des Moines, Iowa office. This position will provide a variety of administrative and clerical tasks.

This is a permanent position starting at \$25.16 per hour at 25 hours with a possibility of overtime. This position could potentially lead to a full-time position.

Additional duties will include:

Duties:

- Answer and direct phone calls in a polite and friendly manner.
- Welcome visitors and direct to appropriate personnel.
- Operate standard office equipment on a regular basis.
- Receive deliveries; sort and distribute incoming mail.
- Prepare materials, including correspondence, letters, flyers, forms, announcements, and coordinate mailings.

Qualifications

- 2-3 years of relevant experience in an office environment.
- Proficient in Microsoft Office Suite.
- Excellent verbal and written communication skills.
- Strong organizational and time-management skills with a high level of attention to detail and accuracy.
- Ability to establish and maintain effective working relationships.
- Punctual with strong attendance history.

To apply: Submit application, cover letter, and resume by email to membership@afscmeiowa.org with "Receptionist Position" in the subject line.

AFSCME Council 61 is an equal opportunity employer, and, as such, does not discriminate an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, gender identity, religious affiliation, disability, or any other classification protected from discrimination under applicable law.

For more information about AFSCME Council 61, please visit www.afscmecouncil61.org