

Full Job Description

Overview : Bridges to Recovery is funded by a grant from Health Resources & Services Administration and the Wisconsin partnership program through the non-profit Marinette County Group Home Association, Inc. We help serve those struggling with addiction and support recovery efforts in the communities of Marinette County, Wisconsin and Menominee County, Michigan. We are here to help guide people through the recovery community by connecting them with others in recovery and providing access to area support services. At Bridges, we understand that recovery looks different for everyone and meeting people where they are at, allows people to recognize their own strengths to create a new life with meaning and purpose.

Responsibilities as a Receptionist / Clerical : The duties include but are not limited to:

- Greet and welcome visitors upon arrival.
- Ensure the reception area is tidy and presentable with all necessary stationery and materials like pens, forms, sanitizer, tissues, masks, etc.
- Maintain office security by following safety procedures and controlling access via the reception desk.
- Ensure visitor details are entered both, into the logbook and electronically, issuing and collecting visitor badges.
- Answer, screen and forward phone calls.
- Provide basic and accurate information to in-person visitors and via phone/email.
- Receive, sort and distribute daily emails, messages, courier, mails, etc.
- Order office supplies, maintain stock inventory, vendor management, account payables/receivables.
- Scanning, copying and filing of documents manually and electronically.
- Other day to day activities.

Skills :

- High School Degree or equivalent.
- Must have a satisfactory background check completed.
- Professional attitude and appearance with helping and service oriented attitude.
- Solid written and verbal communication skills
- Ability to be productive and resourceful when issues arise.
- Excellent organizational skills
- Multitasking and organizational skills
- Knowledge of MS Office, Google Suite an added advantage

Schedule:

- Volunteer / non-paid Internship
- On-Site
- Minimum 8 hrs per week

Benefits : Upon successful completion

- Experience Certificate
- Recommendation Letter