

PT PBX Operator/Receptionist (Short Term Hourly)
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=244585>

Downloaded On: Sep. 13, 2024 6:25pm

Posted Sep. 10, 2024, set to expire Nov. 1, 2024

Job Title	PT PBX Operator/Receptionist (Short Term Hourly)
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Sep. 10, 2024
Application Deadline	11/01/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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PT PBX Operator/Receptionist (Short Term Hourly)

Salary: \$16.00 Hourly

Job Type: Short Term Temporary (Hourly)

Job Number: PT-Operator-24

Closing: 11/1/2024 11:59 PM Pacific

Location: Norwalk, CA

Department: PT-Operator-24

Division: Procurement and Contract Services

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on November 1, 2024 at 11:59 PM or until filled.

College Profile Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the College's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Enrollment currently averages 20,000 students. Visit Cerritos College online at www.cerritos.edu.

Department Profile

The Communication Center is one of the business units under the supervision of Procurement and Contract Services, and encompasses the campus switchboard/operators and the mailroom that serves as a hub for the college's communication needs. Hours of operation for the Communication Center are 8:00 am - 4:30 pm Monday through Friday.

This position is public facing and often is the first point of contact for potential and current students. If you are a people person with excellent customer service skills and want to work in an area where your contributions and interpersonal skills stand out, then we encourage you to apply.

Additional information about the Communication Center may be located at:

<https://www.cerritos.edu/purchasing/about-purchasing.htm>.

Job Duties

Essential Duties and Responsibilities:

- Operates a complex multi-line computerized telephone system to receive incoming and facilitate

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outgoing calls. Takes and routes calls to appropriate departments or staff. Provides routine information to callers.

- Receives, sorts, and distributes incoming mail. Organizes mail to optimize delivery.
- Processes outgoing mail and deliveries by receiving, weighing, calculating costs, and affixing postage to outgoing mail. Contacts express mail services as appropriate.
- May assist other departments by receiving, verifying, and distributing mail and shipments to the appropriate locations.
- Maintains records, files, and logs of postage, long distance calls, and other mailroom and telecommunications activity, as needed.
- Performs clerical duties that can be handled in an environment with constant interruptions.
- Performs other related duties as assigned.

Physical Demands:

- Requires the ability to function predominately indoors performing work of a moderately active nature.
- Requires sufficient ambulatory ability to stand, lift, and place medium weight items (under 40 pounds) onto shelves on a sustained basis.
- Requires sufficient hand-eye coordination to use a computer keyboard at an acceptable rate.
- Requires sufficient visual acuity to recognize people, numbers, and words.
- Requires auditory ability to carry on conversations in person

Minimum Qualifications

High school diploma or equivalent and one year of clerical and customer service experience.

Preferred Qualifications:

Experience in a combination of mail distribution and/or operation of a centralized multi-line telephone system.

Supplemental Information

Conditions of Employment:

This is a part-time temporary position. Hours of employment will vary up to 15 hours per week, as

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needed. Schedule to be determined by the department This position will require flexible availability and may require work during evening hours.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Board Policy 2905 requires mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; Cerritos College - Chapter 2 - Board of Trustees. Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's COVID-19 webpage.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Application Procedures:

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

Optional Documents:

1. Cover letter
2. Resume/Curriculum Vitae

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4604761/pt-pbx-operator-receptionist-short-term-hourly>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Cerritos College

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