

Receptionist/Assistant Permit Technician  
Rapides Area Planning Commission

Job Snapshot

Location: Alexandria, LA

Base Pay: \$12 - \$15/hr

Employee Type: Temporary Part Time

Industry: Government, Non-Profit

Manages Others: No

Job Type: Clerical

Education: High School Diploma or Higher

Experience: (None Specified) Entry Level Position

Relocation Covered: No

Contact Information:

Kathy Powell

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Description

This is a part-time position at a professional, governmental agency and is responsible for handling front office reception and administrative duties including greeting guests, answering multi-line phones, directing calls/customers, handling company inquiries, and sorting and distributing mail. Additionally, the selected candidate will assist permit technicians with duties such as assisting customers with building permit applications, scheduling inspections, and entering electrical reauthorizations. Duties may also include scheduling meetings, registrations, and travel for staff as well as some light accounting and reporting responsibilities.

Requirements

Candidate skills should include reliability, effective written and oral communication, organizational capability, a positive interactive personality, adequate knowledge of Microsoft Office Suite and Adobe Acrobat; other software specific to the agency will require specialized training after hire. Additional clerical capabilities/experience or any related degree is a plus. RAPC is an equal opportunity employer.