

# United States Jobs Expertini®

## Receptionist

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Company: ProfessionLX, Ltd

Location: Altus Afb

Category: other-general

**Company Overview** ProfessionLX specializes in office administration, information technology, and translation services where we engage our employees to empower them to excel for our customers. Engage. Empower. Excel. It's a promise to our customers that we will excel in our services and surpass expectations. It's a promise to our employees that we will engage and empower you by involving you in our company's success. Bring your talents, your ideas, and your experience to exceed our customers' expectations. ProfessionLX is currently seeking Military & Family Readiness Center Receptionist candidates to help McConnell AFB families navigate the military system and promoting family readiness. This position will assist families with areas of relocation, transition, employment, personal financial readiness, personal and work-life education, Key Spouse, family readiness, voting assistance, volunteer resources, military child education, Air Force Families Forever and Gold Star Family Member programs, Exceptional Family Member Program-Family Support, casualty assistance and survivor benefits . The successful candidate ideally has a background in the military community with an understanding of the resources needed by military families and Air Force terminology. What you will do The candidate in this role is responsible for fulfilling the requirements of the M&FRC (Military and Family Readiness Center) by providing information and assistance to M&FRC customers and the base community. Key duties include handling phone calls and walk-in inquiries with a calm and professional demeanor, seeking necessary information efficiently, and maintaining a welcoming environment. The candidate will also manage workshop registrations, assist customers with online registration, track customer interactions, schedule appointments, and

handle data entry tasks. Additionally, the candidate will maintain various referral tools, ensure the lobby is well-stocked with updated materials, and handle staff mail. Customer transactions, such as voucher issuance and equipment check-out, will be completed by the candidate. They will also conduct periodic inventory checks and provide technical assistance to Discovery Center visitors. Confidentiality regarding sensitive information is crucial, and the candidate must maintain a professional and caring approach in all interactions. In the event of Emergency Family Assistance Center (EFAC) activation, the candidate will provide reception support during standard duty hours. Furthermore, they will be responsible for maintaining a clean and orderly workstation and front lobby and may serve as a key holder for opening and closing the M&FRC, depending on their agreed-upon work schedule.

**Requirements** Your qualifications Basic understanding of military protocol and Air Force Terminology Excellent customer service skills The ability to work with a diverse population Above average oral communication skills Proficiency in Microsoft Office computer software applications Must be able to obtain access to installation and necessary computer systems Ability to maintain/update simple web-based scheduling and data entry systems **Benefits** ProfessionLX offers great opportunities for personal and professional development in an international company, with a focus on supporting our customers to excel in their strategic goals. The role comes with a competitive daily rate salary package, 20 days' vacation, 10 Federal holidays, professional development. You will be a part of a dedicated group of colleagues who value teamwork and collaboration whose focus is to empower our customers.

High school diploma 1 year experience

1-3 years

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