

Receptionist
Local Government Health Insurance Board
Job Description

JOB INFORMATION

This is a permanent full-time position for the Local Government Health Insurance Board, a state agency located in Montgomery, Alabama that administers a group health insurance program covering local governmental entities throughout the state. This support position is primarily responsible for greeting and directing members and visitors and answering phone calls.

MINIMUM REQUIREMENT

- High School Diploma.

JOB DUTIES AND RESPONSIBILITIES

- Greet and direct visitors at the front desk in a friendly and positive manner
- Maintain a neat and tidy reception area, clearing any clutter on an ongoing basis, and maintain a professional, comfortable general office environment
- Answer and triage calls made to the Local Government Health Insurance Board
- File documents and sort mail
- Scan and post records and make copies
- Other related tasks as directed

The Local Government Health Insurance Board is an Equal Opportunity Employer.