



JOB POSTING

DATE OF ISSUE: October 28, 2024

POSITION: Receptionist

LOCATION: Little Rock Branch Office

SUPERVISOR: Assistant Controller

MAJOR RESPONSIBILITIES AND DESIRED QUALIFICATIONS:

The Receptionist welcomes visitors into the central office, prepares outgoing and organizes incoming mail, completes inventory of and orders and maintains office and marketing supplies, coordinates facilities and catering, and provides administrative support to central office departments provides operational support necessary for registration and travel for department for offsite meetings.

REQUIRED KNOWLEDGE AND EXPERIENCE:

Requires High School Diploma and a valid Driver's License. Requires 2 years of experience in an office environment or an equivalent combination of education and experience sufficient to perform the essential functions of the job. Ability to work with a variety of people. Ability to effectively use various computer applications including Word/Excel/PowerPoint/Outlook. Knowledge of office practices, customer service principles and practices.

SEND RESUME OR APPLICATION TO:

Attn: Katie Edmison – Receptionist/Little Rock
AgHeritage Farm Credit Services
119 E. Third Street, Ste. 200
Little Rock, AR 72201
Job Link: <https://agheritagefcs.bamboohr.com/careers/85>

EEO/AA/M/F/V/D – *No Agencies Please*

Field Code Changed