

HIV Receptionist

Division of Public Health Infectious Disease & Immunization

Job Description

The Georgia Department of Community Health, [Division of Public Health](#) is seeking qualified candidates for our HIV **Receptionist** for the HIV Unit in our Atlanta office.

The incumbent will serve as the first point of contact with the public for the HIV Unit. Supports the HIV Unit as receptionist and telephone operator on multi-line phone in busy office. Provides customer service to internal and external customers in professional, courteous manner. Provides GroupWise scheduling and space reservations for internal meetings. Also provides clerical functions including mail processing and document production using various software applications, assuring that quality assurance edits are completed.

Qualifications

High school diploma or GED and one year of related experience OR One year of vocational/ technical school or college education OR One year at the lower level or at an equivalent position

Preference will be given to applicants who in addition to meeting the entry qualifications, possess the following:

- Advanced experience in Microsoft Word, Excel, and PowerPoint.
- Significant customer service experience.
- Experience in tracking and data management.
- Experience in GroupWise.
- Good communication skills and able to work well with other co-workers, other programs, districts, etc, as well as all management levels.
- Good organization, planning, administrative, clerical, dictation, proofreading documents and customer service skills.
- Ability to multi task
- Demonstrated skills in flexibility and adaptability

Applying for this job

Interested candidates should **email** their resume in Microsoft Word format to: ph1@dhrrjobs.com

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject: **HIV Receptionist - 72256**

This position is a pay grade 9 (Competitive starting annual salary \$20,039 - \$27,550) on the statewide salary plan.

In addition to a competitive salary, we offer a generous benefits package that includes a flexible schedule,

training opportunities, employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.

Job announcements are subject to change/removal without notice.

Positions are closed once a sufficient pool of qualified applicants is identified.

Due to the volume of credentials received, only those under interview consideration will be contacted regarding status of their application.

Current State employees are subject to State Personnel Administration rules regarding salary.

DCH accepts educational credential recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education (DOE) will be considered. DCH will contact educational institutions to verify degree, diploma, licensure, etc.

The candidate selected for this position may be subject to pre-employment drug screening and a criminal background check.

As an employee of DCH, in the event of an identified emergency you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the department.

The Georgia Department of Community Health strives to provide access to affordable, quality health care in our communities; encourage responsible health planning and use of health care resources; and promote healthy behaviors and improved health outcomes.

DCH is an Equal Opportunity Employer