



Area Agency on Aging
of Broward County

FRONT DESK RECEPTIONIST

The Area Agency on Aging of Broward County (AAABC) is a nonprofit organization serving Broward County's senior resident, age 60 and older. The AAABC plans, develops, coordinates, and evaluates programs; funds services; and is the prime advocate for residents of Broward County, Florida, 60 years of age or older. We are your one-stop source for information regarding services in Broward County, Florida, for seniors, persons with severe and persistent mental illness, ages 18 and over, their families and caregivers.

We are seeking a friendly, customer-oriented full-time receptionist who can handle high-volume calls for the front desk. Receptionist responsibilities include but are not limited to: answering and routing calls, working with the delivery drivers, receiving packages, sorting/distributing mail, and performing data entry as well as assisting staff with other administrative tasks.

The qualified candidate must have a high school diploma or equivalent and at least one year of administrative or clerical experience and have proficiency with Microsoft Office Suite (Word, PowerPoint, and Excel). The ideal candidate has strong communication skills in English and Spanish along with multi-tasking skills, excellent phone etiquette, and a positive attitude. Must be a team player and be able to work in a fast-paced office environment.

Bilingual preferred (English/Spanish).

Interested applicants should submit their resume via email to jobs@adrcbroward.org