



Receptionist

The Ohio Turnpike and Infrastructure Commission

Berea Administration Building – Berea, OH

If you want to accelerate your career growth, you need to stop thinking about today. Instead, think year one and beyond. Bring your talents and goals to one of Northern Ohio's vital resources and join the future of transportation.

If you are interested, here's what we can offer you:

- Starting Salary: \$38,121.20
- Excellent pension and health care benefits
- Generous paid leaves
- Growth and advancement
- Educational assistance and reimbursement

Minimum Qualifications:

- Minimum of three (3) months training or experience in office procedures and operating multi-line switchboard systems.

Job Duties and Major Work Characteristics:

- Answer incoming telephone calls and direct calls to proper departments.
- Knowledge of office practices and procedures.
- Skill in public relations, typing/keyboarding and strong communication skills with ability to operate office equipment and Akkadian phone system.
- Greets, registers, and announces all visitors.
- Perform routine office and reproduction duties.
- Ability to handle routine contacts in writing and/or by telephone, e-mail, in-person and/or other means of communication with variety of internal and external customers.
- Prepare and/or maintain accurate records and reports; work alone on most tasks.
- Provide customer assistance and information in response to inquiries or complaints.
- Assemble E-ZPass retail pouches.
- Perform any other duties assigned by the Office Services Manager.

Application Process:

Those interested may obtain a copy of the employment application [HERE](#). Individuals must print the application, fill out using a blue or black pen, and send it along with a cover letter and resume via U. S. mail to:

The Ohio Turnpike & Infrastructure Commission
Attn: Human Resource Manager
Human Resources Department
Reference Code: Receptionist
682 Prospect Street
Berea, Ohio 44017

Applications will be received until Friday, May 21, 2021 at 5:00 p.m.

The Ohio Turnpike & Infrastructure Commission provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.