

Receptionist/Clerk
Local Government Health Insurance Board
Job Description

SALARY: Commensurate with experience

JOB INFORMATION

The Receptionist/Clerk is a permanent full-time position for the Local Government Health Insurance Board, a state agency that administers a group health insurance program covering local governmental entities throughout the state of Alabama. This position is primarily responsible for filing, mailing, greeting and directing members with regard to health insurance matters.

MINIMUM REQUIREMENT

High School Diploma or GED.

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;
- Prepare mailouts;
- Scan and post records and make copies;
- Other related tasks as directed by the COO.

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