

HELP WANTED – RECEPTIONIST

The Police Retirement System of St. Louis is currently taking applications for the position of Receptionist. The System administers the pension benefits of all active and retired police officer-members of the City of St. Louis Police Division, as well as any surviving spouses and dependents of those officers.

This position is responsible for: answering telephone calls to the general office number and greeting visitors to the System office; scanning hard copies of documents received into the System office into electronic format and transmitting them to the appropriate System locations; inventorying and ordering office and kitchen supplies; assisting in the annual audit to identify and remove names of retirees who died in the previous 12 months; assisting in the preparation and processing of certifications sent to retirees and surviving spouses of officers to determine continuing eligibility to receive benefits; receiving and sorting mail sent to the System trustees and staff. A full Job Description can be found on the System's website, www.stlouisprs.org, on the drop-down menu for "Opportunities" at the link "Job Description – Receptionist."

The successful candidate for this position must be able to communicate and interact with members of the Retirement System and members of the public in a clear, calm and polite manner; and be familiar with switchboard operation in a multiple extension format. Must be proficient in organizing and maintaining accurate records and preparing periodic reports. Excellent computer skills necessary.

Starting salary \$30,000 annually, with the opportunity for raises based on annual evaluations of job performance. City of St. Louis residency is not required.

Individuals applying for this position should complete an Application for Employment, including a current résumé, and furnish it to the Police Retirement System in either of the following ways:

E-mail Application and Résumé to:

mark.lawson@stlouisprs.org

Be sure to include in the "Subject" line of the e-mail the words "Receptionist."

OR

Send the Application and Résumé via U.S. Mail to:

Mark Lawson
Police Retirement System of St. Louis
2020 Market Street
St. Louis, MO 63103