



Public Works Department Receptionist

Village of Deerfield

Contact Name: Desiree van Thorre

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Closing Date:

Salary: \$58,454 – 68,769

Description:

The Village of Deerfield, Illinois (Pop. 19,197) seeks a highly motivated individual for the full-time position of Receptionist to fulfill a variety of customer service and administrative related functions in the Public Works Department. This position plays a crucial role in promoting positive guest relations, ensuring exceptional customer service, providing valuable information on Village programs and assisting each of the Public Works divisions - Water, Street, Sewer and Vehicle Maintenance.

Under the direction of the Assistant Director of Public Works & Engineering, the Receptionist is responsible for Public Works front desk operations including greeting walk up customers, answering the main phone line and responding to inquiries regarding services. Additional tasks will include, but are not limited to, preparing a variety of internal and external correspondences, entering time into the payroll system, processing invoices, creating work orders and special projects. Hours are Monday through Friday, 7:00 a.m. to 3:30 p.m.

The ideal candidate will have a Bachelor's Degree in a related field. 1-2 years of related experience providing successful internal and external customer service is required. Familiarity with governmental operations is preferred. The hiring range for this position is \$58,454 – 68,769 depending on qualifications and experience. An excellent benefit package includes the following: IMRF Pension, BCBS Health, Delta Dental, VSP Vision, employer paid life insurance, annual accruals of five personal days, two weeks of vacation time, two weeks of sick time, parental leave, tuition reimbursement after one year of employment and more.

For a complete job description visit the Village's website at www.deerfield.il.us. Interested candidates should apply with a resume and letter of interest via the Village's website. The recruitment for this position will remain open until the position is filled, with a first review of resumes starting Monday, March 4th.