March 26, 2012

**On-Campus Telephone Operator**

**Number of Positions Available:** 1

**Department:** OIT- Telecommunications

**Work shift (Days and times):** Monday through Friday, 12:30pm to 5:00pm

**Anticipated Start Date:** As soon as qualified applicant can be hired

**Work Commitment:** Monday through Friday, No Weekends

**Compensation:** Based on experience and performance

**Job Description/Key Responsibilities:** The telephone receptionist will be responsible for all incoming calls to the LDS Business College. They will answer in professional manner and direct callers to the correct department as well as answer general information about the College.

**Required Qualifications:** Customer-oriented, friendly, able to perform all functions, ability to prioritize work, exceptional customer service and effective communication skills in English Language

**Physical Demands:** Must be able to lift and carry boxes weighing up to 50 lbs Must be able to sit at a computer for extended periods of time

**Preferred Qualifications:** prior receptionist/operator or similar experience

**How to Apply/Application Deadline:** All qualified applicants may apply by sending the following documents to OITjobs@ldsbc.edu

- Cover Letter
- Resume
- Class Schedule for Summer Semester