



JOB POSTING

DATE OF ISSUE: August 14, 2023

POSITION: Receptionist – This position is NOT REMOTE

LOCATION: Little Rock Central Office

SUPERVISOR: Assistant Controller

MAJOR RESPONSIBILITIES AND DESIRED QUALIFICATIONS:

The Receptionist welcomes visitors into the central office, prepares outgoing and organizes incoming mail, maintains office and marketing supplies, coordinates facilities and catering, and provides administrative support to central office departments.

REQUIRED KNOWLEDGE AND EXPERIENCE:

Requires High School Diploma and a valid Driver's License. Requires 2 years of experience in an office environment or an equivalent combination of education and experience sufficient to perform the essential functions of the job. Ability to work with a variety of people. Ability to effectively use various computer applications including Word/Excel/PowerPoint/Outlook. Knowledge of office practices, customer service principles and practices.

FINAL DATE FOR APPLICATION:

For internal consideration, resumes or self-nomination forms should be submitted within five business days of posting date.

SEND RESUME OR APPLICATION TO:

Attn: Anna Rankin – Receptionist/Little Rock
AgHeritage Farm Credit Services
119 E. Third Street, Ste. 200
Little Rock, AR 72201

EEO/AA/M/F/V/D – *No Agencies Please*