



JOB POSTING

DATE OF ISSUE: April 16, 2024

POSITION: Receptionist

LOCATION: Little Rock Branch 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 provides operational support necessary for registration and travel for department for offsite meetings.

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.

SEND RESUME OR APPLICATION TO:

Attn: Katie Edmison – Receptionist/Little Rock

AgHeritage Farm Credit Services

119 E. Third Street, Ste. 200

Little Rock, AR 72201

Job Link: <https://agheritagefcs.bamboohr.com/careers/76>

EEO/AA/M/F/V/D – *No Agencies Please*