



## **JOB POSTING**

**DATE OF ISSUE:** August 14, 2023

**POSITION:** Receptionist

**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.

**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*