



# Pleasant View

SKILLED NURSING & REHAB

## RECEPTIONIST

Pleasant View Nursing Home is currently hiring a receptionist. The Receptionist performs fiscal, secretarial and administrative tasks relating to the business operations of the nursing home. The work requires independence of action in the application of office guidelines to the assigned tasks.

This is a full-time day position 8:00 a.m. - 4:30pm. This position is required to work every other weekend with the Thursday prior and Tuesday after as days off in order to maintain 40 hours per week. Salary Range: \$12.22-\$14.63/hour depending on experience.

### **Essential Duties and Responsibilities Include:**

Operate a multi-line telephone system. Handle troubleshooting concerns with switchboard, extensions, and wireless phones. Sort and forward incoming faxes immediately to necessary parties. Transcribe and type letters, memos, reports, minutes, confidential correspondence and related material from clear copy or rough draft. Sort, index, and file records and materials from various departments. Compose routine replies to general inquiries and correspondence. Assist various departments in preparing and revising forms. Format, maintain and revise the various manuals in nursing, administration, dietary, and facility. Report weekly senior meals to appropriate departments in county. Compile data and information to assist in the billing process. Daily town run to pick up mail and items at courthouse for distribution. Sort incoming and outgoing mail for the facility and residents. Assist with preparing and mailing packages for residents. Maintain schedules for use of Education, Conference & Community Rooms. Update TV slides with upcoming events. And such duties and responsibilities as may be assigned from time to time by all departments.

Pleasant View offers excellent benefits including health, dental, vision, life insurance, short and long term disability, WRS retirement and flex spending plans. Also includes vacation, sick, and PTO time.

To apply and review **full job description**, please visit our website for an application at [www.co.green.wi.gov](http://www.co.green.wi.gov) under Employment Opportunities or you may pick up an application at Human Resources between 8 a.m. - 4:30 p.m.

Please submit your application and resume to one of the following:

Email: [sbroughton@greencountywi.org](mailto:sbroughton@greencountywi.org)

Drop off or Mail to: Human Resources

N3152 State Rd 81

Monroe WI, 53566

**An equal opportunity employer, the County of Green will not discriminate on the basis of handicapped status in admission or access to or treatment of employment or in its programs, services or activities. Green County requires a drug screening as part of its employment process. Upon hiring, a physical exam is required.**