



NOW HIRING: PART-TIME FRONT DESK ATTENDANT

Friendly, professional, compassionate—and someone people can count on when they need help? You may be a great fit for Harding Place.

Harding Place is seeking a dependable **Part-Time Front Desk Attendant** to serve as a welcoming first face of our community and an important point of contact for our residents, guests, and staff.

This is more than a traditional receptionist position. Our Front Desk Attendants handle a variety of situations and must be comfortable using **professionalism, good judgment, compassion, and common sense** to determine the best way to help.

What You'll Do

- Welcome residents, guests, and visitors in a friendly and professional manner
- Answer and direct telephone calls with professionalism and dignity
- Listen to resident needs and help determine the appropriate response
- Communicate with appropriate staff to resolve resident questions, concerns, or problems
- Respond appropriately when emergencies arise within the complex
- Clearly communicate critical information to first responders, management, and the Director when necessary
- Perform occasional room deliveries and other light assistance
- Handle minor or quick clean-ups when needed
- Maintain an orderly, professional, and welcoming front desk and lobby
- Assist residents and coworkers wherever reasonably possible

The Person We're Looking For

Personality, professionalism, reliability, and good judgment are especially important in this position.

The right candidate will:

- Have a genuinely friendly, patient, and compassionate demeanor
- Communicate clearly and professionally in person and over the phone
- Dress and present themselves professionally
- Be helpful, cooperative, and comfortable interacting with a variety of people
- Remain calm and think clearly when unexpected situations occur
- Use **sound independent judgment** to make responsible decisions
- Recognize when an issue can be handled personally and when it needs to be escalated
- Be computer literate and comfortable with basic technology
- Be dependable and able to work responsibly without constant supervision



Part-Time | Evenings, Overnights & Weekends

We are looking for applicants who can work **evening, overnight, and/or weekend shifts**.

Every-other-weekend availability for a day or evening shift is required.

We especially value team members who have some flexibility and are **willing to fill in for other shifts when needed**. This can provide opportunities for additional hours.



More Than a Front Desk

Our Front Desk Attendant is often the **first person someone sees when they enter Harding Place and the person a resident turns to when they need assistance**.

On some shifts, things may be quiet. On others, several needs can arise at once. We're looking for someone who can be a **calm, capable, compassionate, and responsible presence** in either situation.

If something unexpected happens, you need to be able to assess the situation, make a sound decision, contact the right people, and communicate clearly.

Applicants must be able to **pass a background check and drug screening**.

If you enjoy helping people, communicate well, and can be trusted to make thoughtful decisions, we'd love to meet you. Apply today!