

Kansas Geological Society & Library

1704 S. Baehr Street

Wichita, KS 67209

Receptionist/Reproduction Technician Position

The KGS Receptionist/Reproduction Technician will take and fill customers/members orders for prints and other reproductions of documents upon request. This position requires preparing documents and packages for mailing and may require pick-up and drop-off of mail and packages as needed. The Receptionist/Reproduction Technician will assist Management and Accounting as needed with invoicing of members and customers. Occasional work in the warehouse finding, gathering, sorting and/or filing documents may be necessary on a temporary basis.

Requirements:

- Good Communication Skills. Ability to communicate clearly on the phone, via email and in person. **Personable and friendly communication with members/customers and management is vital!**
- Basic computer skills. Basic understanding of Microsoft Word, Excel, PDF software and others is necessary.
- Technical Proficiency in the use of modern printing and scanning equipment and associated software.
- Ability to keep organized and accurate records.
- Reasonable flexibility in changing demands of the job.
- Ability to lift and maneuver at least 50 LBS or more without significant risk of injury.
- Proficiency in basic arithmetic.
- Be able to work 7:30 am to 4:30 pm Monday through Friday (1 hour off for lunch).

Compensation:

Starting salary is \$42,000/year paid bi-monthly. Health insurance and retirement are also provided.

Reporting:

The Receptionist/Reproduction Technician will report firstly to the KGS Manager on a daily and ongoing basis. Reporting to the KGS Board of Directors may also be required on occasion, and the Receptionist/Reproduction Technician will report to current KGS Board Members and Directors as requested. All reasonable requests of KGS members shall be granted by the Receptionist/Reproduction Technician to the best of their ability.

Contact: Seth Evenson, current KGS Manager/President, or Kimberly Black current KGS Vice-President/President Elect if you are interested in the position or would like further information:

Seth Evenson

(620) 953-2066

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Kimberly Black

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