



Job Opening: Receptionist



The Perry County Health Department has an exciting opportunity for a full-time Receptionist who is looking to be part of a dedicated team while enjoying excellent benefits and the chance to see how their work directly improves the health of their community.

The Perry County Health Department is seeking a friendly and organized Receptionist to join our team! As the first point of contact for the health department, the Receptionist plays a critical role in creating a welcoming environment for our clients and colleagues. The ideal candidate will possess excellent customer service skills, administrative experience, and the ability to manage multiple tasks efficiently.

Under the direction of the Director of Administrative Services the Receptionist will provide exceptional customer service by answering and directing phone calls, greeting visitors, and responding to emails and letters in a timely and professional manner. The Receptionist will manage and coordinate administrative tasks including handling payments of permits and/or services, preparing meeting materials, transcribing meeting minutes, reports, or other documents as needed, handling incoming and outgoing mail, and maintaining the reception area. The Receptionist will utilize organizational skills to maintain accurate records, manage calendars, and coordinate projects and events as assigned. The Receptionist will assist with office management tasks, such as maintaining supply inventory, ordering office equipment, and performing routine cleaning tasks.

Minimum Qualifications for the Receptionist position include a high school diploma or equivalent. One or more years of experience performing complex office/administrative duties in a medical or health-related office setting or an associate's degree (two-year college or technical school) preferred. Strong computer skills and knowledge of MS Office programs are also required. Applicants must have a valid Ohio Driver's License, with ongoing proof of auto insurance. Candidates should possess strong customer service and communication skills, experience with office management, proficiency with administrative software and excellent verbal and written communication skills. The candidate should also have excellent organizational and time management skills, the ability to maintain confidentiality and handle sensitive information with discretion, the ability to work effectively in a fast-paced environment, prioritizing multiple tasks and deadlines, and have a friendly and approachable demeanor, with a focus on creating a welcoming environment for clients and colleagues.

The Perry County Health Department is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military/veteran status.

Starting pay for this position is \$13.15 to \$14.47 per hour, depending upon education level and experience. Our benefits make Perry County Health Department an exceptional employer. Some of what we offer includes: paid holidays, group health and life insurance, enrollment in the Public Employees Retirement System, sick, vacation, and personal leave, direct deposit, flexible work hours, telework options, and paid lunch and wellness breaks.

Applicants should **email a resume, cover letter, and application to Angela DeRolph: angela.derolph@perrycountyohio.gov by January 2, 2026.** The application can be found at the bottom of the webpage: <https://perrycountyhealth.info/job-opportunities/>

Please note: This posting is not meant to be an all-inclusive list. It presents highlights of the position's scope and function and the candidates' requirements and rewards.

MISSION

To improve Public Health in Perry County by preventing disease, promoting health and safety, and protecting our environment.

VISION

A motivated community uniting for health and prosperity where we live, work, and play.

VALUES

WE CARE

Willingness,
Excellence,
Collaboration,
Accountability
Respect, and
Education

