



Jewish Federation
OF MADISON



JSS
Caring. Connections. Solutions.

Receptionist

Per Diem

The Jewish Federation of Madison and Jewish Social Services are looking to create a Receptionist pool to be paid on a per diem basis. Typically, this type of request will be last minute and the Per Diem Receptionist could be called into the office as late as the morning of the day in which he or she is needed to work. Training will be provided.

Principal Duties and Responsibilities:

- Staff the front desk and answer the phone daily from the hours of 8 a.m. to 5 p.m.
- Greet and assist visitors and clients for the Jewish Federation of Madison (JFM) and Jewish Social Services of Madison (JSS).
- Open, sort and distribute incoming mail daily for both JFM and JSS.
- Provide other office/clerical help as needed.

Position Requirements:

- Friendly and warm personality
- Excellent interpersonal skills both in person and on the phone.

Interested candidates should submit their resume to:

Terrie Goren, Executive Director
Jewish Social Services of Madison
6434 Enterprise Lane
Madison, WI 53719
tgoren@jssmadison.org