



**WHAT WE OFFER:**

- **Competitive compensation**
- **Comprehensive Medical, Dental and Vision package – FREE employee Medical Coverage and AFFORDABLE family rates**
- **Flexible Spending Account (FSA)**
- **401(k) with employer match, Employee Assistance Program (EAP), Credit Union and Life/AD&D insurance**
- **PTO (24.5 days per year for FT employees, based on 40-hour work week)**

Founded by Nancy Hinds in 1981, we put our organization mission at the foundation of everything we do, continuing to honor Nancy's legacy while remaining competitive in the changing Hospice Care landscape. We have an amazing staff of 200, over 350 devoted volunteers and a dedicated Board of Directors. When you join Hinds Hospice, you join a mission driven organization that honors the journey of our patients and their families.

**OVERVIEW:**

Hinds Hospice is looking for **Full Time Receptionist** with a friendly attitude and the ability to multitask to serve as our company's front desk receptionist. In this position, you will greet guests entering the building and help direct them where they need to go. In addition, you'll be responsible for answering and managing a multi-line telephone system. If you are committed to doing excellent work, then we want to hear from you.

**YOU HAVE:**

- High school diploma or general education degree (GED), two years college preferred with one to three years' experience as an Administrative Assistant in healthcare or business field desired.
- Able to function autonomously with flexibility and confidence and have the ability to function in an interdisciplinary team setting.
- Demonstrate organization and accuracy skills; self-motivated, very detail-oriented, and able to handle multiple projects/tasks with competing deadlines.
- Ability to solve problems, accept constructive feedback and show flexibility should priorities and/or deadlines change.
- Valid driver's license, auto insurance, reliable transportation and a willingness to use personal vehicle in the course of employment.
- Ability to meet the physical demands of the job.

**LOCATION:** Fresno, California

**All interested and qualified individuals are invited to complete an application**

[Apply Here](#)

