

POSITION SUMMARY: MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

The PBX Operator answers all incoming calls. Assists with long distance calls and instructs on procedure; keeps an accurate census; knows hospital functions and directs visitors. Announces Codes.

POSITION QUALIFICATIONS:

Education: High school diploma or equivalent.

Experience: Previous PBX experience in a hospital setting preferred.

Skills: Excellent verbal communication skills; excellent interpersonal skills with guests, co-workers, etc.; able to work under stress at times; excellent customer services skills.