



Front Desk Receptionist

INCOG is seeking qualified applicants for the position of Front Desk Receptionist. The position is responsible for greeting the public, answering a multi-line telephone, receiving payments, and performing additional administrative duties.

The position required a professional demeanor in delivering excellent customer service to the public and to fellow INCOG staff members. A high school diploma and experience with multi-line phone systems and Microsoft Office products is required. An associate degree in a business-related field and experience in a similar position is a plus.

Please submit a resume detailing employment history, education and contact information to Personnel Director, INCOG, 2 West Second Street, Suite 800, Tulsa, OK 74103 or email to incog@incog.org.