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# UEP TRUST

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1155 N Canyon St. Hildale, UT 84784 | 435.874.1126 | info@UEPtrust.com

## UEP Trust Hiring Front Desk Receptionist

**Position:** Front Desk Receptionist / Secretary

**Full Time:** 8:00 am – 5:00 pm

**Job Summary:** Greeting and assisting Trust participants and the public, answering and transferring phone calls, answering general questions about the Trust, and receiving and processing payments will be the primary focus of this position. Other tasks may include but are not limited to processing mail and emails, filing papers, and locating data.

**Requirements:** Professionalism in person and on the phone, organizational skills and attention to detail are mandatory. Data collection and data entry skills along with basic skills in Excel and Microsoft Word are expected. Experience with QuickBooks preferred.

**Pay Rate:** \$10 - \$12 per hour, based on experience.

Applications are available online at <https://ueptrust.com/documents/> or by visiting the UEP Trust Office at 1155 N Canyon St., Hildale, UT.

Applications can be submitted to Lisa Jeffs either in our office at 1155 N Canyon St., Hildale, UT, or online to [lisa@ueptrust.com](mailto:lisa@ueptrust.com).

Applications close September 5, 2019

**Questions:** Contact Lisa Jeffs at 435-874-1126 or [lisa@ueptrust.com](mailto:lisa@ueptrust.com)

