

JOIN **OUR** TEAM



CAREER OPPORTUNITIES

RECEPTIONIST



PROFESSIONALISM ~ INTEGRITY ~ COMPASSION



GREATER NAPLES FIRE RESCUE DISTRICT

RECEPTIONIST

About Us

The organization is the largest independent fire district in the State of Florida, providing emergency response and life safety services to the Chokoloskee, Everglades City, Golden Gate, East Naples, Isles of Capri, Port of the Islands, and surrounding communities. The Fire District is governed by a Board of five elected Fire Commissioners, and proudly staffs 240 uniform firefighters and civilian support staff. The Fire District deploys emergency apparatus from 16 fire-rescue stations. In addition, the Fire District manages a variety of support operations from six additional facilities including Administration, Fire & Life Safety, Training and Special Operations, Logistics, and Fleet Maintenance.

Our fire service professionals provide services to more than 160,000 residents living and working within the District's 1,512 square miles. In 2021, our fire service professionals responded to 27,366 emergency incidents and conducted 8,883 life safety inspections within the Greater Naples Fire Rescue District and Collier County at-large.

Mission, Vision, Values

The Greater Naples Fire Rescue

District is a high performance emergency service provider. Our **MISSION** is to protect life and property by providing emergency response services and education for the residents, businesses and visitors of our community.

Our **VISION** is to increase response effectiveness, enhance professionalism and operational efficiencies and use taxpayer dollars responsibly, while holding ourselves accountable to earn your trust. This vision guides us daily as we serve our community and visitors.

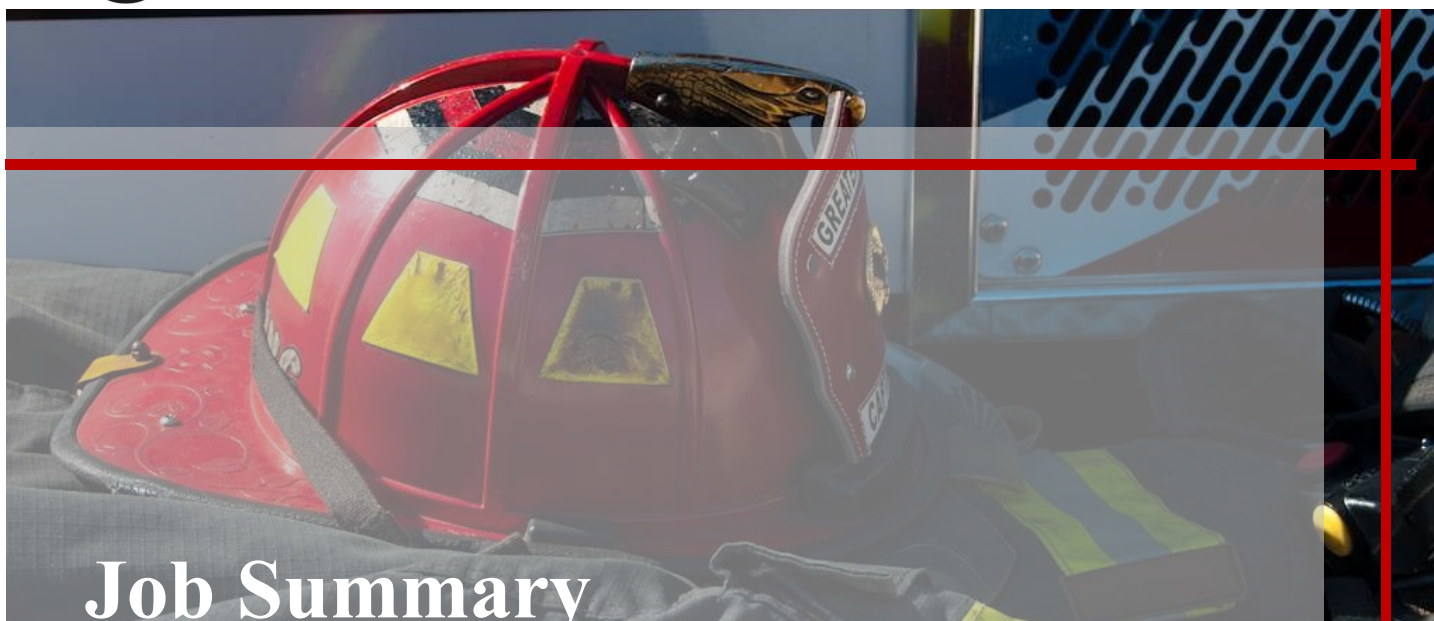
The Fire District's core **VALUES** include Professionalism, Integrity and Compassion. Our membership strives to meet these in every aspect of their service delivery and community outreach.





GREATER NAPLES FIRE RESCUE DISTRICT

RECEPTIONIST



Job Summary

The Receptionist serves as the first point of contact for the community members and employees of the District by providing telephone, email, clerical support, and customer service. The Receptionist provides the primary telephone support by directing incoming calls to the appropriate staff member, directing callers to the website when necessary, assisting the customer with navigating the website and in some circumstances completing data entry of the provided information, and taking messages when requested. The Receptionist is responsible for ensuring a positive first impression to all encountered District customers. This position will report to the Fire, Life and Safety Section.

Compensation and Benefits

Annual Salary: Starting salary \$30,000. Full time employees are eligible for additional pay based on certificates and education. Attractive benefits package including, medical, dental, vision, life insurance, short/long term disability, paid time off including 14 holidays, and inclusion in the Florida Retirement System.

How to Apply

1. Visit <https://www.greaternaplesfire.org/>
2. While on the home page, click on the Resources tab.
3. On the drop down, click on Employment Opportunities.
4. Read over the document pertaining to the position and click on the application.
5. Submit your application along with a cover letter and resume.
6. All applications must be hand delivered or mailed in a sealed envelope to the Greater Naples Fire Rescue District Attn: Janice Monteagudo 14575 Collier Boulevard Naples, FL 34119



GREATER NAPLES FIRE RESCUE DISTRICT

RECEPTIONIST

Position Requirements

- High school diploma or equivalent required; Associate's degree in Business or related field preferred.
- Minimum three (3) years of experience in an office administration, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.
- Must possess and maintain a valid Florida Driver license, class "E" and a driving record which meets or exceeds minimum the District's driving standards
- Working knowledge of information technology related systems and programs to include, but not limited to Microsoft Office (Word, Excel, Power Point, etc.) and other related programs and platforms
- Demonstrate effective communications skills including writing, basic typing and email communications.
- Possess a current Florida Driver's License
- Signed and Submitted Tobacco Free affidavit
- The position is full-time—must be able to work Monday through Friday, 8am—5pm

Additional requirements if selected for an interview may include: a computer proficiency test, a background check, submitting a Driver's License record, and/or passing a pre-employment drug screen test.

Application Deadline

Applications will be accepted through Friday, March 17, 2023. Employment applications should be accompanied by a cover letter and resume in order to be considered. Incomplete applications will not be processed. To claim Veteran's preference, a copy of your DD214 or relevant documentation must be submitted at the time of application.

All applications may be delivered/mailed in a sealed envelope to:
Greater Naples Fire Rescue District
Attn: Janice Monteagudo
14575 Collier Blvd.
Naples, FL 34119



GREATER NAPLES
FIRE RESCUE
DISTRICT

Greater Naples Fire Rescue District is an equal opportunity employer regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, sexual orientation, political affiliation or belief. The District is a Drug-Free Workplace and an E-Verify participating employer.

For more information regarding career opportunities, visit our website <https://www.greaternaplesfire.org/>