



Job Description: RECEPTIONIST (seasonal, temporary from mid-January to mid-April 2019)

Classification: Nonexempt, hourly

Schedule: Monday-Friday 7:45-5:00 PM

Report to: Administrative Services Supervisor

Job Summary

This temporary position is responsible for assisting with the daily operations of the front office including answering a multi-line phone system, directing callers to the appropriate individual, greeting and assisting visitors; also, providing various clerical support such as directing mail, packages, data entry and maintenance of various information as well as other duties as outlined below.

Responsibilities

- Promptly and courteously answers all incoming calls and directs to the appropriate individual.
- Greets employees, clients, visitors, vendors with quality customer service and professionalism.
- Schedules conference rooms and coordinates meetings, conference rooms, beverages and food services as needed.
- Maintains cleanliness of all conference rooms and lobby area. Serves as front desk point of contact for requests, repairs, maintenance, etc.
- Accurately scans and/or enters information in databases.
- Follow up on clients or related questions.
- Other duties as assigned by Supervisor, Management, Officers or Executive Committee.

Requirements

Education and Experience

- High school diploma or equivalency; associates degree and/or two years related office experience in bookkeeping or accounting preferred as well as previous receptionist experience.

Technical Skills

- Working knowledge of Microsoft Office, Word, Excel, Outlook, and scanning system
- Strong written and verbal communication skills

Special Requirements Specific to the Job

- High level of customer service with professional demeanor and appearance to interact positively with clients and guests
- Demonstrated working knowledge of the technology tools required within assigned responsibilities
- Effective organization and time management skills; strong attention to detail
- Ability to manage multiple tasks
- Ability to handle work with clients and maintain confidentiality
- Ability to work periodic overtime to open/close front desk reception area, assist staff members and clients as needed from mid-January to mid-April during busy season

The information contained in this job description has been outlined to indicate the general nature and level of work performed by employees within this classification. It is not designed to be interpreted as a comprehensive inventory of all duties, skills, responsibilities and qualifications or working conditions associated with this job. Management reserves the right to revise the job or to require that other or different tasks be performed.