



RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Position Description

Job Title: Receptionist/Administrative Assistant - Part Time (25 hours)

Reports to: Executive Director

Objective: The objective of the Receptionist/Administrative Assistant is to provide exceptional guest and client service and provide administrative support for the Executive Director and Development Manager.

Qualifications:

- High school diploma or GED required.
- Minimum 2 years receptionist, guest services or administrative experience.
- Excellent verbal communication; professional, confident, adaptable and flexible in a busy work environment.
- Ability to represent the organization in a professional, sensitive and effective manner in person, on the telephone and via email.
- Exceptional problem solving skills, ability to manage time effectively, manage multiple projects and work independently.
- Quality focused, ability to anticipate needs and attentive to details.
- A valid state driver's license, a satisfactory driving record and reliable transportation.
- Proficient in Microsoft Word and Excel with exceptional grammatical skills.
- Excellent organizational, administrative, word processing and data entry skills required.

Responsibilities:

- Greets all visitors and clients to the facility.
- Answers telephone calls and directs them to the appropriate staff member.
- Understands organization's mission and provides knowledgeable, accurate information.
- General administrative and clerical support, including preparation of correspondence and data entry.
- Assists with special event administrative needs, as well as grant and fundraising research as needed.
- Processes incoming and outgoing mail, including monitoring of faxes.
- Assists Operations Administrator in identifying inventory supply needs.
- Other duties as assigned.

Reviews: Periodic evaluations will be made to all employees to monitor progress and note any discrepancies or added responsibilities.