

POSITION DESCRIPTION

Position: Receptionist/Administrative Assistant

Reports to: Human Resources
FLSA Status: Non Exempt/ Part Time
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Summary:

This position is responsible for handling the front desk reception duties, as well as various administrative duties for the general office. This position is part time (Tues-Thurs 6 hrs/day).

Essential Duties & Responsibilities:

- Answer and screen all incoming phone calls
- Greet and announce guests; supply refreshments as needed
- Sort and distribute incoming mail and deliveries (US Mail, Fed-Ex, DHL & UPS)
- Process all outgoing packages sent via DHL or FedEx by using the online systems
- Order DHL and FedEx shipping supplies
- Order office and kitchen supplies
- Assist in placing orders for business cards
- Assist with coordinating and materials for Company events and Board Meetings
- Stock supply stations, office equipment, and kitchen (including milk for coffee)
- Maintain postage machine (refill postage, ink, sealer, tape, etc. & order supplies)
- Act as facilities liaison, contacting building management to resolve office/maintenance issues
- Assist various departments with administrative tasks as requested

Qualifications / Skills:

- Knowledge of Microsoft Office: Word, Excel, PowerPoint
- Good phone manner along with professional and courteous demeanor
- Ability to multi-task in a fast-paced environment and handle multiple phone lines at one time

Education / Experience:

- High school graduate, some college a plus
- Minimum 1-year general office experience
- Experience supporting executives a plus