



RECEPTIONIST

POSITION SUMMARY

The **Receptionist** is responsible to provide a wide variety of administrative and clerical support to various departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for answering incoming calls and directing calls to appropriate associates
- Organize and schedule meetings as required, including contacting participants, room bookings, ordering food, making necessary arrangements, etc.
- Daily maintenance of reception areas, kitchens and conference rooms by making sure areas are stocked and well organized
- Control inventory relevant to office, reception area, conference rooms and kitchen, request supplies from a variety of vendors and restock accordingly
- Assist Office Manager with travel related topics, such as booking airplane tickets and hotels
- Provide general office support with a variety of clerical activities and related tasks
- Mail distribution, flow of correspondence
- Other duties as assigned

SKILLS AND QUALIFICATIONS

- At least 2 years of experience as a Receptionist on the duties described above
- Candidate must have written and spoken fluency in English. Spanish is a plus
- Proficiency in Microsoft Office is a must
- Candidate must be extremely detail oriented and have great organization skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

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