

Title: Receptionist
Classification: Full Time
Department: Administration
Reports to: Executive Assistant

Summary of Responsibilities:

We are looking for a reliable Receptionist to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks.

As a Receptionist, you will be the first point of contact for our company. Our Receptionist's duties include offering administrative support across the organization. You will welcome guests and greet people who visit the business. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

Essential Functions:

- Answering phones
- Greeting Customers
- Filing
- Special Projects as Assigned
- Opening and Closing down the office

RECEPTIONIST DUTIES:

1. Answer, screen and forward incoming phone calls
2. Receive and transmit messages accurately and promptly
3. Greet and direct visitors and clients in a professional and friendly manner
4. Receive and distribute all incoming mail and handle all outgoing mail and special shipments
5. Order office supplies and keep inventory of stock
6. Maintain lobby, magazines, bulletin board and décor
7. Maintain boardrooms
8. Order and pickup food for company functions
9. Maintain office kitchen
10. Maintain office bathrooms
11. Maintain office equipment (copiers, printers, fax machine, etc.)
12. Create, publish, and distribute "Communication Updates" to BEI staff

Other Functions:

1. Special projects or other duties as may be assigned

Working Conditions:

Stationed at the front desk approximately 98% of working time

Education, Experience, and Skills Required:

1. Ability to perform several tasks concurrently with ease and professionalism
2. Typing/keyboarding and word-processing, excel spreadsheet experience
3. Pleasant “telephone voice”
4. High School graduate
5. Minimum 2 years work experience
6. Knowledge of modern office methods and procedures, filing, telephone techniques and office equipment, as well as business English usage, strong spelling skills, grammar, strong penmanship and punctuation skills
7. Strong verbal, organizational and interpersonal skills

Safety Hazards of the Job:

Minimal hazards. General office working conditions

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Author of Job Description: Megan Freitag Date Prepared: Feb 2019

Approved by: Dan Stellato