



Job Description Front Desk Receptionist/Office Assistant

FUNCTION

This position primary duties include greeting visitors and operating a multiline telephone system to answer incoming calls and directs callers to appropriate personnel. The Receptionist/Administrative Assistant provides a variety of administrative duties that support the Administrator and Executive Team.

SUPERVISOR

Program Administrator and Executive Director

QUALIFICATIONS

Must have a HS Diploma or G.E.D

Proficiency with Microsoft Office Professional

Skilled in the use and general maintenance of all office equipment

Organizational and office management skills

Record keeping skills

Verbal and written communication skills

CATEGORY

Non-Salary Exempt

DUTIES:

- Answer and transfers phone calls
- Retrieves messages from voice mail and forwards to appropriate personnel
- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable
- Answers questions about organization and provides callers with address, directions, and other information
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel
- Monitors visitor access and issues passes when required
- Receives, sorts, and routes mail, and maintains and routes publications
- Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes
- Orders, receives, and maintains office supplies
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary
- Interact with clients, visitors, staff and the public
- Open and close the main office
- Monitor and re-order office supplies for office staff

- Review and audit subcontractor invoices, vendor pay, and employee monthly expense reports
- Perform other duties as assigned by Program Administrator and Executive Director

How to Apply:

Applicant must submit their professional resume to Jobs@safehavencommunityservices.org.