



JOB DESCRIPTION

POSITION TITLE	DEPARTMENT	REPORTS TO
Receptionist	Administration	Executive Assistant
EMPLOYMENT STATUS	FLSA STATUS	EFFECTIVE DATE
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	6/1/2021

POSITION SUMMARY

The Receptionist is responsible for receiving and directing visitors, vendors, and customers to appropriate locations and parties. Notifies personnel of visitor arrival.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Answering, assisting, and directing all incoming telephone calls to appropriate parties in a professional and courteous manner
- Performing related clerical work such as typing, filing, and sorting mail distribution
- Using applicable software programs to create inventories, letters, and other business-related documents
- Preparing shipping labels and ordering FedEx and UPS pickups and deliveries
- Reserving and ensuring conference rooms are organized and tidy
- May coordinate travel arrangements and process firm bills for approval/payment
- Providing administrative support when needed
- Managing and ordering office supplies
- May coordinate businesses lunches and other related duties
- Performing other duties as assigned

MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- High School Diploma or Equivalent required
- Two years of office experience (or equivalent customer related ability)
- Prior administrative office management experience
- Proficient in Microsoft Office, specifically Excel, Word, and PowerPoint
- Excellent oral and written communication skills
- Excellent customer relationship skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Mid-Columbia Children’s Council is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable. Mid-Columbia Children’s Council is an equal opportunity Provider

Reviewed with Employee By:

Name (print): _____ Signature: _____

Title: _____ Date: _____

Received By:

Employee Name (print): _____ Date: _____

Employee Signature: _____