RECEPTIONIST
Job Description Form

Division/Department: Administration

Location

Reports to: Tim Ashby

Title: Director of Administrative Svcs.

Level/Grade: 2

Type of position:

- Full-time
- Part-time
- Contractor
- Intern
- Exempt
- Nonexempt

Hours: _______/ week

SUMMARY
Primarily responsible for attending to visitors and deal with inquiries on the phone and face to face. Supply information regarding the organization to the general public, clients and customers.

RESPONSIBILITIES

- Answers telephone, screen, and direct calls.
- Take and relay messages
- Greet persons entering organization
- Direct persons to correct destination
- Deal with queries from the public and customers
- Receive and sort mail and deliveries
- Maintain office supplies and control inventory
- Maintain inbound check log, Petty Cash and Gift Cards
- Monitor visitors’ access and maintain security awareness
- Provide general administrative and clerical support to other departments and centers
- Organize conference and meeting room booking
- Help organize agency events
- Respond appropriately to the cultural differences present among the agency’s service population.
- Incorporate and demonstrate the mission, vision, work, core values and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- Complete all other duties as assigned.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

WORK EXPERIENCE REQUIREMENTS

- Two years of experience in related field.
- Ability to be bonded as a notary.
- Competency in MS Office and Outlook.
- Must be able to work independently with minimum supervision and able to relate to the public.

EDUCATION REQUIREMENTS
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**THIS SECTION IS COMPLETED BY HUMAN RESOURCE**

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