**Job Summary:**

The Receptionist provides communication between the community and employees of The Priority Center. This position also provides support to the Executive Assistant role as well as other departments as needed. This position is a part-time role.

**Goals:**

1. Create a warm, inviting and safe environment for staff, clients, visitors and guests
2. Continue to learn new skills to improve work efficiency and performance
3. Seek out other activities to support the operations of the Center as directed by the Executive Assistant

**Essential Duties and Responsibilities:**

*Reception*

* Receiving visitors at the front desk by greeting, welcoming, directing and announcing them

appropriately

* Enforce name badge and access card policy by making sure staff members, interns, and core

volunteers wear the appropriate color identification badge and carry their access card at all times

* Enforce COVID-19 office health and safety protocols. Ensure that all staff, interns, volunteers are completing a temperature check upon arrival and are wearing a mask.
* Remind visitors and one-time volunteers to sign in, wear a badge and secure badges back upon

exit

* Answering, screening and forwarding incoming phone calls
* Check the Center’s general voicemail box every morning and throughout the day, forwarding all

messages to the appropriate party expediently

* Keep reception area and lobby clean, professional and free of clutter
* Handout Employment Applications and questionnaires to applicants as requested by Human

Resources

* Distribute incoming faxes into mailboxes
* Receive, log and distribute packages and deliveries
* Process and distribute incoming mail with Executive Administrative Assistant on a daily basis
* Provide translations as needed

*Office Support*

* Provide copying and filing assistance when requested by programs and departments
* Keep supply room organized and tidy
* Create colored identification badges for staff members, interns, and core volunteers
* Check and restock printer paper on a daily basis
* Update Front Desk Manual as needed
* Prepare and order office supplies as needed
* Assist in bulk mailing as needed

*Executive/Administrative Dept. Support*

* Work with Executive Assistant to coordinate business activities, such event mailings, RSVPs, food ordering and conference room reservations
* Assist with monthly tour events
* Work with Operations team on projects as needed
* Create, fold, label and group bulk mailing of flyers, newsletters and other mailings as assigned
* Put together Press Kits as needed
* Put together volunteer packets as needed

*Other essential responsibilities*

* Manage and update employee global list as staffing changes, new hires and exits occur on a weekly basis
* Update the agency wide emergency folder on a monthly basis
* Create anniversary plaques on a monthly basis
* Create welcome signs for new hires
* Prepare electronic signatures and business cards for new staff
* Support programs/departments with specific projects if requested
* Answer general questions about the agency, services and programs

**Position Qualifications:**

* Must have positive and professional attitude
* Must have experience working in an administrative capacity- 2 years’ experience minimum required
* High school diploma required, some college preferred
* Knowledge of Word, Excel, Outlook and PowerPoint preferred
* Solid written and verbal communication skills
* Multitasking and time-management skills, with ability to prioritize tasks and multitask
* Bilingual Spanish/English strongly preferred, but not required

**Working Conditions:**

* Working environment is indoor, reasonably clean, well-lighted and ventilated
* Generally little or no probability of injury or health impairments
* Requires little or no physical effort involving intermittent standing, sitting or walking while

performing duties, occasional lifting up to 10 lbs.

**Amount of time spent on the following physical activities:**

Amount of Time

Physical Demand None Up to 1/3 Up to 2/3 2/3 Plus

Stand

Walk

Sit

Use Hands

Reach with hand or arms

Climb or balance

Stoop, kneel, crouch or crawl

Talk or Hear

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I, (Staff Member’s Printed Name) have received a copy of the Job Description and have read and understand its contents.

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Employee’s Signature Date

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Supervisor’s Signature Date

*Disclaimer:* The above statements are intended to describe the general nature and level of work being performed by staff members assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the staff member assigned to this job.