

## JOB DESCRIPTION

Title: Front Desk Receptionist/Administrative Assistant  
Status: Non-Exempt  
Reports to: Assistant to the Chief Executive Officer  
Beginning Salary: To be determined

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### KNOWLEDGE, SKILLS, AND RESPONSIBILITIES:

- General office skills, filing, typing, etc.
- Word processing computer skills
- Excellent communication skills
- Ability to work without close supervision
- Ability to prioritize work
- Able to maintain strict confidentiality

### DUTIES:

1. Serve as the primary receptionist for the Administrative Office. Take all incoming calls and transfer to appropriate employee.
2. Responsible for locking/unlocking the front entrance door each day.
3. Responsible for keeping the telephone extension list updated.
4. Process daily all agency outgoing mail and delivery to post office. Responsible for documenting daily the appropriate program postage needs charged to and printing report showing account balance. The original log needs to be submitted to Ginger Knight and a copy given to supervisor daily.
5. Process daily all agency incoming mail. Date stamp with delivery date and distribute accordingly. All unknown mail should be given to the Assistant to the Chief Executive Officer who will distribute to appropriate person.
6. Inter-Office mail delivery twice daily.
7. Assist the reception area with walk-ins and delivery to appropriate offices. Make needed copies and/or faxes for clients and distribute to appropriate department.
8. Assist the Administrative Services Coordinator with updating and tracking employee's proof of vehicle insurance and driver's licenses.
9. Other duties as assigned.

Reviewed and Updated: 06/03/24 AO