Job Description
Receptionist

This position will require handling a wide range of administrative and executive support related tasks. Employee must be able to work independently with little or no supervision. This person must be exceptionally well organized, flexible and enjoy the administrative challenges of supporting a small office of diverse people and programs.

In this position, you will interact with staff (at all levels) in a fast paced environment, sometimes under pressure. Remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important.

POSITION REQUIREMENTS:

• Strong communication skills, both written and verbal

• Strong knowledge of the English language for proofreading documents.

• Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook

• Comfort and familiarity with internet search engines (Google, Yahoo, etc) to perform necessary research tasks

• Strong organization and multi-tasking skills

• Positive attitude, creativity, and patience

• High integrity and strong moral character – in this position, you may be exposed to sensitive and confidential information.

POSITION RESPONSIBILITIES:

• Be responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex executive meetings

• Answer phones and direct all incoming calls to the appropriate party promptly and efficiently

• Communicate and handle incoming and outgoing electronic communications on behalf of the Executives

• Assist Executives with preparation of presentation materials and documents

• Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary

• Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner

• Sort incoming mail, drop-off outgoing mail, make deposits, conduct routine inventory of office supplies, file pertinent information and perform other miscellaneous office related tasks
• Post articles and other information to the CIC website under the guidance of an Executive member.

• Screen visitors and phone calls to minimize interruptions

• Event Planning – the CIC hosts numerous events, ranging from small corporate meetings to large annual symposiums. The Receptionist will aid in the coordination of any and all activities related to these events.

• All duties assigned.

COMPENSATION:

Hours: 8 a.m. to 5 p.m.  
Due to the nature of business and size of the organization, you may be required to come in early and/or stay late depending on the tasks at hand.

Salary: Commensurate with ability and experience and adjusted based on need for benefits