

**Position Description:** Receptionist (Assistant 1)

**Status:** Non-Exempt

**Education/Experience Required:**

High school graduate. At least one (1) year of office experience and receptionist or switchboard experience.

**Function:**

Assists in the completion of the Department's work and projects in a timely manner. Interacts professionally and cooperatively with other Association departments and staff members and with organizations and individuals outside the Association.

Responsible for the efficient and prompt handling of all incoming phone calls, mail, and packages. Greets visitors and directs them to the appropriate individual or department. Presents a professional and courteous demeanor to callers, visitors, and vendors.

**Responsibilities:**

1. Performs clerical tasks: sorting, filing, collating and stuffing.
2. Answers all incoming phone calls from 8:45 am to 5:00 pm.
3. Records and prepares checks for deposit.
4. Prepares association packets for mail distribution.
5. Assists with Association projects relating to conventions, meetings, and publications.
6. Prepares association monthly calendar including meetings, employee birthday, anniversary dates, etc.
7. Circulates employee birthday cards monthly and ensure timely delivery.
8. Responsible for updating staff phone list as needed.
9. Ensures building security by only allowing scheduled visitors into the building, having scheduled visitors sign in, and seeing that visitors are escorted by staff to the work area.
10. Keeps the reception work station and area neat and organized.
11. Supports a positive working environment.