

## Job Description

<b>Title:</b> Adult Services Receptionist / Administrative Assistant	<b>Reports to:</b> Admin Support of Adult Services	<b>Pay Status:</b> FT/Non -Exempt
<b>Department/Program:</b> Adult Services	<b>Interviewer:</b>	<b>Interview Date:</b>

### **Scope:**

This FT non-exempt position will be responsible for oversight of front desk operations, including answering telephones, greeting and monitoring visitors & providing administrative support. This position is under the direct supervision of the Adult Services Administrative Support personnel.

### **Duties:**

- Manage multi- line phones in a busy office setting.
- Maintain the front office to include greeting and signing in all visitors. Monitor visitors in the building.
- Responsible for keeping the reception area visually appealing and neat
- Assist with filing & faxing as delegated
- Maintain office equipment, call in repair and maintenance requests to vendor
- Oversight of copier & fax usage
- Track supply inventory, coordinate purchase of general office supplies with Admin Office Coordinator.
- Assist with preparing correspondence, arranging conference calls and scheduling meetings as needed
- Assist with copying documents and preparing presentations for meetings
- Develop and update Office Procedures Manual
- Related work as assigned.

### **Measures of Success:**

- Ability to work independently and as a team member
- Ability to effectively communicate information and respond to questions from managers and staff
- Ability to solve problems and deal with a variety of issues
- Demonstrate good judgment and professionalism

### **Minimum Qualifications:**

- Prefer a minimum two years' experience in an office setting
- Require experience with Microsoft office suite with emphasis on Excel
- Experience with adult developmentally disabled population helpful
- A valid driver's license & current vehicle insurance, and an acceptable driving record per SKSF standards