

## Job Description

<b>Title:</b> Adult Services Receptionist Administrative Assistant	<b>Reports to:</b> Director 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 full-time, 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 Director of Adult Services.

### **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.
- Maintains security by following procedures with visitor sign-in logs, and hall monitoring.
- Serve as the key staff person that works with volunteers at Adult Services, under the direction of the Admin's Administrative Coordinator; this includes prepping for activities, helping the volunteers during their shift, assisting in appreciation events, and maintaining contacts and supplies for volunteers.
- Assist with filing, faxing, and scanning files as delegated.
- Maintain office equipment, call in repair and maintenance requests to vendor.
- Track supply inventory, coordinate purchase of general office supplies with Admin's Administrative Coordinator.
- Assist with preparing correspondence, arranging conference calls and scheduling meetings as needed.
- Oversee usage of the Adult Services conference room and schedule reservations of the room.
- Prepare documents and other needs for meetings/presentations.
- Assist with developing and updating the Office Procedures Manual.
- Assist in the oversight of opening and closing the building for business.
- 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.