**Receptionist/Administrative Assistant**

Classification: Non-Exempt

Department: Human Resources

Reports to: Human Resource Manager

Date:

**Position Overview:**

The Receptionist/Administrative Assistant takes phone calls, receives the public, provides customer assistance, as well as providing administrative support as needed to various departments.

**Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Answers central telephone system and directs calls accordingly.
2. Welcomes and directs visitors and clients.
3. Receives, sorts and delivers mail to appropriate person or department.
4. Manages company calendars.
5. Performs other related duties as assigned.

**Competencies:**

1. Excellent verbal and written communication skills.
2. Excellent interpersonal and customer service skills.
3. Proficient in Microsoft Office Suite or related software.
4. Excellent organizational skills and attention to detail.
5. Basic understanding of clerical procedures.
6. Ability to work independently.
7. Excellent time management skills.

**Qualifications and Skills**

**Education and Experience:**

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

1. Associates degree in relevant field, and/or equivalent experience.
2. Training or experience in computer applications necessary for job-related requirements.
3. Experience with Microsoft Excel and Outlook.
4. Ability to read, analyze and interpret general business applications.

**Supervisory Responsibility:**

This position has no supervisory responsibilities.

**Work Conditions:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Expected Hours of Work:**

Days and hours of work are Monday through Friday, 8:00 am to 5:00 pm. Occasional evening and weekend work may be required as job duties demand

**Travel:**  
Travel is not expected for this position.

**Work Authorization:**

Employee must be authorized to work in the United States

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

\*This job in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties, and training as requested by their supervisor.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

**Signatures**This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_