



Position Title: Executive Receptionist (**College President's Office ONLY**)
Reports To: Chief of Staff
Department: Office of the College President
Prepared By/Date: Jennifer C. Brito/7-27-2010
Approved By/Date: Amaury Zuriarrain/8-4-2010
Revised: Jennifer C. Brito/8-4-2010

Job Code: 4112
Job Group: SNE
Salary Grade: 10
FLSA Status: Non-exempt

Summary:

The Executive Receptionist will greet visitors to the Office of the College President, handle incoming calls and perform general administrative duties. Also may assist other administrative staff with overflow work, including word-processing, data entry, and internet research tasks.

Essential Duties and Responsibilities:

- Manages a busy multi-line telephone and routes calls as necessary.
- Meets and greets visitors and guests to the Office of the College President and directs appropriately.
- Transfers calls, takes messages, and assists and responds to all inbound calls in absence of the College President's staff when needed.
- Picks up and delivers the mail.
- Opens and dates stamp all general correspondence.
- Records and handle all incoming and outgoing couriers.
- Maintains the general filing system and files all correspondence.
- Assists in the planning and preparation of meetings, conferences, and conference telephone calls.
- Maintains an adequate inventory of office supplies.
- Coordinates the repair and maintenance of office equipment.
- Maintains the strictest confidentiality and professionalism at all time.
- Completes ad hoc administrative projects as needed.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of word processing, spreadsheets, and database software applications and office equipment (i.e., photocopier, printer, fax machine, calculator).
- Knowledge of office practices and procedures.
- MDC Clerical Skills Assessment is required. Minimum typing skills 40 wpm.
- Excellent communication, organizational and customer service and phone etiquette skills.
- Excellent at all aspects of English language, especially English speaking & listening skills is a must.
- Ability to multi-task duties and handle stress
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to deal with the general public effectively.-
- Ability to make arithmetical calculations such as addition, subtraction, multiplication, and division.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates of Arts degree in related field from two-year College or technical school and four (4) years of experience in responsible related clerical work preferably in a large office environment; or equivalent combination of experience and education.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name